





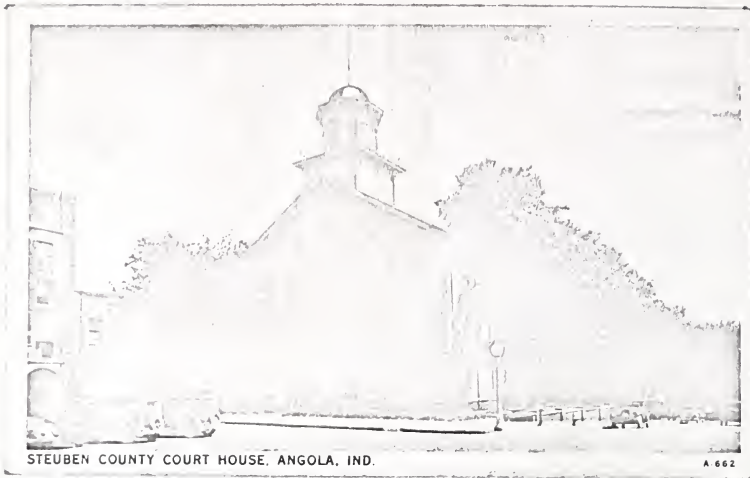
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HISTORICAL RECORDS SURVEY.
INDIANA.
INVENTORY OF THE COUNTY
ARCHIVES OF INDIANA



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STEUBEN COUNTY COURTHOUSE

Angola, Ind.



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will appear here.)

INVENTORY OF THE COUNTY ARCHIVES
OF INDIANA

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

NO. 76. STEBEN COUNTY (ANGOLA)

W. P. A.

*

Indianapolis, Indiana

The Historical Records Survey

November 1937

Allen County Public Library
Ft. Wayne, Indiana

PREFACE

This inventory of Steuben County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

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The survey of state and local historical records in Indiana was instituted on February 19, 1936, as part of a nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Kagan, state archivist of the Indiana History and Archives Division of the State Library was assigned to lead the project as State Director. In the beginning the Survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made independent of the Writers' Project. In general, it has from its very inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers, and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those who may be in need of them.

Preface

It is our hope that the information contained in this inventory will arouse greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of these records.

The field work of the survey of Steuben County was begun on April 20, 1936, under the district supervision of Harry M. Williams, of Fort Wayne, later succeeded by Roy M. Bates. The field workers were William Gardner and George Moorman, both of Fort Wayne. It was completed on May 25, 1936. Many visits, however, have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in August 1937.

There are ninety-two counties in Indiana. When the survey of county archives is completed a separate volume is to be devoted to each county inventory in the state. Steuben County is No. 76.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices; and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made within the bureau, and the entries are arranged there-under also according to their functional sequence. A full and extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

Preface

~~of inconvenience and effort.~~

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we deeply appreciate and wish to recognize forthwith, captained by Harry A. Rider, editor; John R. Milligan in charge of accession and classifying; Louise Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salman, legal adviser; and Howard G. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotion to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The Survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E. Lancet, Acting Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

S. J. Kagan, State Director

The Historical Records Survey

FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Works Progress Administration project called the Historical Records Survey is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evan, assured a fruitful product of the work by ably outlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were few local precedents, and to complete a survey of the county records in all the ninety-two counties, including the townships, at first seemed almost impossible of accomplishment within a year. It has, however, been accomplished.

Foreword

An advisory committee has helped guide work upon the project; though no meetings were held, its members in many instances were a great help. A word of appreciation must be recorded here for the county officers who courteously gave the representatives of the survey access to the records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officers who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLEMAN

Director, Indiana Historical Bureau

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PART A. STEUBEN COUNTY AND ITS RECORDS SYSTEM

1. HISTORICAL SKETCH

Steuben County is located in the northeast corner of the state. It is bounded on the north by Michigan, on the east by Michigan and Ohio, on the south by Dekalb County, and on the west by Lagrange County.

This area is a part of the lake country. In Steuben County between sixty and seventy lakes are found, the largest being James and Crooked Lakes. The terrain is gently rolling with much of the low land originally found in a boggy condition. The western part of the county drains into the Mississippi River system while the eastern part empties its waters into Lake Erie.

To fully appreciate the origin of Steuben County it is necessary to know the pertinent preceding events. The white man's permanent settlement in the present country dates from the landing of the English at Jamestown in 1607. One year later the French founded Quebec and began to explore the wilderness to the west. La Salle, the French leader, passed across present Indiana and down the Mississippi River to the Gulf. On April 9, 1682, he claimed the entire valley for his country. The area of present Steuben County was then a part of the French Province of Canada. The English contested the French claim to all this territory, resulting in the French and Indian War. At its conclusion the Treaty of Paris, signed February 10, 1763, ceded the French

provinces to the English. A few years later the American colonists were fighting Great Britain in the revolution and George Rogers Clark of Virginia led a successful expedition against the British forts in the West. Virginia claimed the territory north and west of the Ohio River calling it Illinois County. In 1784 this vast region was ceded by Virginia to the United States. In 1787 the federal government renamed it the Northwest Territory and drew up an ordinance for its government. In all, five states were organized from this vast region. Indiana, the second state, was legally bounded and provisionally organized in 1800. On December 16, 1816, Indiana was admitted to the Union.

The Potawatomi Tribe of Indians was happy in the locality of present Steuben County before the coming of the white settlers. The lakes furnished an abundance of fish, and wild fowl was plentiful. The largest Indian village was located one mile north and a little east of Lake Hamilton. Another village lay in the southwest part of the present county. Here Simon Pokagon was the Potawatomi chief. He was a kind, generous, noble man, loved by his people who followed his peaceful and civil ways except in their use of the intoxicants introduced by the whites. When he was forced to sign away this land tears ran down his cheeks. The first treaty was made at Chicago, August 29, 1821. This transaction included a strip about ten miles wide along the northern boundary. The Government's price was three cents an acre and it was not paid until more than a half century later. The second treaty, taking in the remainder of what is now Steuben

County was made at Carey Mission, September 20, 1828. The small reservations allowed the Indians in these treaties were taken up by the Government within four or five years. Soon after, the Indians were rounded up by United States troops and marched westward across the Mississippi River on what is significantly termed "the trail of death".

The northeast corner of the state was the last part to be settled by the pioneers. The rough roads over which they streamed in from the east necessarily skirted the lake-dotted, marshy land leaving it isolated until barely a century ago. The first settlers in the future Steuben County passed to the south, turned back and entered from the west. Gideon Langdon coming in the spring of 1831 was the first to permanently locate here. John and Jacob Stayner with their families soon followed. They chose sites on what is now called Jackson Prairie. On September 17 of that year Langdon made the first land entry. Several of the present townships had no settlers before 1836.

On February 2, 1832, this area was attached to Lagrange County. The act forming Steuben County was passed February 7, 1835, but its organization was not approved until January 18, 1837, effective May 1. The name Steuben memorializes Baron von Friedrich Wilhelm August Heinrich Ferdinand Steuben (1730-1794), a Prussian soldier and an American General in the Revolutionary War.

No change has been made in the original boundary lines given in the statute of formation as follows: "Beginning at

the south west corner of township 36 north, or range twelve east, thence east with the line dividing townships thirty five and thirty six north to the line of the state of Ohio, thence north with the state line to the line of Michigan territory, thence west with the territorial line to the eastern boundary line of Lagrange county, thence south with said county line to the place of beginning." (1)

Two donations were offered for the county seat location. The first of \$16,200 was made by Isaac Glover, Abner Winsor and others of Steubenville, a village near Angola. The second offer of the site and erection of a courthouse was made by Thomas Gale and Cornelius Gilmore of Angola. The latter was accepted and the first courthouse was erected in 1841 at a cost of \$2000 to the donors.

This frame building served until 1868, when it was removed for the construction of the present Colonial styled brick courthouse.

The first officer required in a newly organized county was the sheriff, and to this post in Steuben County the Governor commissioned William M. Cary on January 30, 1837. At the first election James McConnell was chosen clerk and recorder; Adonijah Smith, auditor; Seth W. Murray, James Clark, and Jonas Twitchell, county commissioners. At the first meeting of the commissioners, June 26, 1837, Joseph Pierce was appointed treasurer. The first session of the circuit court was held April 12, 1838, at the home of Cornelius Gilmore in Angola.

From the date of organization the number of townships has been increased to twelve at the present time, namely, Clear Lake, Fremont, Jackson, Jamestown, Millgrove, Otsego, Pleasant, Richland, Salem, Scott, Steuben, and York.

Growth went on slowly for several years after the county's autonomy. Necessary drainage of the fertile bogs, and road building were carried on. In 1870 the first railroad passed through the county adding materially to the knowledge and possibilities of this attractive country. In passing this way P. T. Barnum was impressed by the landscape. He said that all the county needed was advertising. In 1915 there was just one mile of improved roads, -- in 1926, 187 miles.

The tremendous increase in travel by automobile brought sightseers and vacationists to the lakes from miles around. In 1925 the county commissioners gave a tract of 580 acres on the eastern shore of Lake James to the state for a park. This recreational site was later increased to one square mile and named Pokagon State Park. An inviting lodge called Potawatomi Inn with forty-five guest rooms was erected in the park for pleasure seekers. An increasing number of summer homes and camps border the lakes as the advantages of the locality become better known. This seasonal activity of Steuben County ranks second as an economic factor.

Fundamentally this county is agricultural. Truck gardening flourishes in providing for the large city markets within a radius of 150 miles. Sheep raising is extensively followed while

general farming is carried on successfully. In 1930 the population was 13,386.

(1) Acts 1834-35 (general) p. 45.

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Chart of Governmental Organization to appear here.

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Stoubon County, with its county seat at Angola, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the legislature and possesses only such powers of local government as are conferred by acts of the legislature or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent.

Steuben County was organized by an act of the General Assembly, effective May 1, 1837. (1) Its present government, as it functions today, is the result of its development under the original Constitution of 1815, the present Constitution adopted in 1851, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, (2) and court of probate, (3) commissioners, (4) sheriff, (5) coroner, (6) recorder, (7) treasurer, (8) (circuit court). (9) These officers were appointed by either the governor or the court. The laws of Indiana Territory provided for the appointment of additional

officers; Surveyor, (10) assessor, (11) prosecuting attorney, (12) and county agent who conveys and receives conveyances of public lands. (13)

In the year of 1816 Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, (14) recorder, (15) sheriff, and coroner, (16) and continued the other territorial officers until superseded. (17)

The legislature, in 1817, established a body called the board of commissioners, elected by the voters of the county; (18) the office of treasurer, who was appointed by the board of commissioners; (19) and in 1818 the office of surveyor, who was appointed and commissioned by the Governor of the state; (20)

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, (21) until in 1831 the board of commissioners was reestablished, which consisted of three members elected by the voters. (22) In 1831 the legislature made the surveyor an appointee of the board of commissioners. (23) When Steuben County was organized in 1839, its government followed the form outlined above. In 1841 the elective office of auditor was created. (24) Otherwise the original organization continued practically unchanged for nearly ten years.

As the state grew, there was much dissatisfaction with the Constitution of 1816, but repeated attempts to change it did not succeed until 1850, when a constitutional convention was called

which framed a new constitution. (25) This constitution was submitted to the qualified voters of the state and adopted in 1851 and proclaimed by the governor to be effective on November 1, 1851, and with amendments, remains the Constitution of Indiana. (26)

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, (27) and the general outlining of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions. These variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be ruled by the same number of officers.

Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore established in only a few instances; others are authorized in only certain classes of counties, though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, since the establishment in each county of a county council in 1899. (28) Each county is governed by a board of commissioners and a county council. The duties of these agencies, with technical distinction, are enumerated in their proper places below.

From the beginning of the present century a tendency toward

centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

Present Administration

The Constitution of 1851 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: (29)

Clerk of the circuit court, who, by statutory provision, keeps the records of the proceedings of all county courts and performs other administrative duties, including serving as registration officer and member of the county election boards.

Recorder, who makes and preserves a public record of all legal documents, both official and private, as may be prescribed by law.

Sheriff, who is conservator of the peace and executes orders of the county courts and boards.

Coroner, who holds inquests in all cases of death by violence and of suspicious circumstances.

Treasurer, who receives and disburses all county moneys including the collection of taxes, and serves as ex-officio member of the board of review.

Auditor, who is the financial agent of the county, compiles the

county budget estimates, prepares the tax duplicates and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. (30)

The constitution also empowered the legislature to prescribe such other officers as may become necessary. (31) Under this authority the legislature has from time to time established the following statutory officers and boards;

Board of commissioners, the leading governing body of the county, often called the "county board", or the "board for doing county business". It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county, and audits the accounts of all officers who handle moneys of the county, and is responsible for the maintenance of county highways. (32)

County council, another governing body, created in 1899, (33) to control the finances of county government. This council consists of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is required to be uniform throughout the county; to adopt the county budget and the exclusive right to make appropriations from the county treasury; and the exclusive power to authorize the borrowing of money and the issuing of bonds. (34)

Superintendent of schools, in 1873, (35) who has general superintendence of all schools of the county outside of incorporated

cities and towns. (36) Elected by the township trustees, (37) he is ex-officio member and president of the county board of education. (38)

Board of education, in 1873, (39) consisting since an amendment of 1877, of the superintendent of schools, township trustees, and the chairman of school trustees of each city and town of the county. The board considers the general wants and needs of the schools and school property and all matters relating to the purchase of school furniture, books, maps, and charts. (40)

Health officer, in 1881, originally secretary of the board of health, (41) abolished by an act of 1909, which created the office of health commissioner, (43) whose title was changed in 1935 to health officer. He is appointed by the board of commissioners and must be legally qualified to practice medicine and enforce the health laws of the state. (43)

Assessor, in 1891, (44) who instructs and advises the township assessors, reviews their returns and examines the tax duplicates, assesses omitted real and personal property, (45) and appraises estates for inheritance taxes. (46) He is elected by the voters of the county, (47) and is ex-officio member and president of the board of review. (48)

Board of review, in 1891, whose members are the county assessor, auditor, and treasurer, (49) and, by an amendment of 1919, two freeholders of opposite political parties, appointed by the judge of the circuit court. (50) This board equalizes tax assessments as between townships or other taxing units and between individual property owners,

and may set aside the aggregate assessment, if too high or too low, of the whole county or any taxing unit thereof and order a new assessment. (51)

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. (52) This board has the custody of county funds and selects the depositories, (53) apportioning the deposits among the banks in agreement with municipal corporations in the county according to the total resources of the depositories. (54)

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and country life, and aids the superintendent of schools and the teachers of the county in agricultural education and domestic science. He is appointed by the director of agricultural extension service of Purdue University, subject to the approval of the state board known as the county agricultural agent board. (55)

Highway supervisor, in 1933, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes the appointment and may appoint the surveyor as highway supervisor. However, the board of commissioners of Steuben County has appointed an extra officer as highway supervisor. (56)

Board of tax adjustment, in 1933, consisting of seven members (57) who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the

county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court. The board examines any tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation, the total tax rate prescribed by law. (58)

School fund board, in 1935, consisting of three members; the auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board makes all loans from the common school and the congressional township school funds to owners of real estate, duly secured by mortgage. (59)

Department of public welfare, in 1936, (60) comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, (61) and the director of public welfare, appointed by the board. (62) The department administers the measures of public welfare as prescribed by law and the rules of the state department. (63)

Registration officer, in 1933, who is the clerk of the circuit court ex-officio. He conducts the registration of voters (64) and furnishes a list of the registered voters to the inspector of each precinct. (65)

Board of election commissioners, in 1889, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections (66) and appoints the precinct officials. (67)

Board of canvassers, in 1905, which is the board of election commissioners. (68) The board canvasses, tabulates, and compiles the election returns of the county(69) and certifies the candidates elected. (70)

Board of primary election commissioners, in 1915, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. (71)

Judicial

The judicial system of Steuben County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the Indiana General Assembly. The nonstitution authorized and directed that the state be divided into judicial circuits. (72) Steuben County, combined with Lagrange County, constitutes the thirty-fifth circuit, established in 1927. (73) Previously, it was a part of a judicial circuit to which other counties were attached. The constitution further provides for the election of a judge (74) and a prosecuting attorney for the circuit, (75) and a clerk of the circuit court. (75) The circuit court has original exclusive jurisdiction in all cases, criminal, civil, probate, and juvenile, except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings where exclusive jurisdiction thereof is not conferred by law upon some other court or office. (77)

Records System

The records of Steuben County began with its creation in 1837. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1909, the legislature established the state board of accounts, which formulates, prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. (78) Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of county commissioners, except that a good quality is required.

Whenever it may be necessary for the preservation of the records of any office, it is the duty of the board of commissioners to issue an order directing the officer in charge to copy and transcribe the records. (79)

In 1925 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspaper files, or printed books and material not in current use in their offices. (80) The law is

optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them. Consequently, they have only occasionally availed themselves of this provision for permanent preservation of their old records.

The recorder and other county officials, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by an approved photographic process adopted by the board of commissioners. (81)

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be made of the books, records, documents, and papers in their respective offices. (82)

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| (1) Acts 1836-37 (general), pp. 56-57. | (12) Ibid., Acts 1810, ch. 10, sec. 5. |
| (2) Laws, Northwest Territory, Acts 1786, ch. 2, pp. 4, 7. | (13) Ibid., Acts 1813, ch. 10, sec. 2. |
| (3) Ibid., ch. 3. | (14) Const. 1816, art. 5, sec. 8. |
| (4) Ibid., Acts 1795, p. 201. | (15) Ibid., art. 11, sec. 10. |
| (5) Ibid., Acts 1788, ch. 2, p. 8. | (16) Ibid., art. 4, sec. 25. |
| (6) Ibid., Acts 1788, ch. 9, p. 24. | (17) Ibid., art. 12, sec. 3. |
| (7) Ibid., Acts 1795, p. 197. | (18) Acts 1816-17, ch. 15, sec. 1. |
| (8) Ibid., Acts 1792, ch. 2, sec. 6. | (19) Ibid., ch. 17, secs. 1-2. |
| (9) Ibid., Acts 1788, ch. 2, pp. 6-7; Acts 1795, pp. 156-57, sec. 9. | (20) Acts 1817-18, ch. 30, sec. 1. |
| (10) Laws, Indiana Territory, Acts 1802, p. 25, sec. 1. | (21) Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17. |
| (11) Ibid., Acts 1805, ch. 32, sec. 1. | (22) Rev. Laws 1831, ch. 20, secs. 1, 12, 14. |
| | (23) Ibid., ch. 102, sec. 1. |
| | (24) Acts 1841, ch. 2, sec. 1. |
| | (25) Acts 1850, ch. 21, sec. 9. |

- (26) Kettleborough, Charles. Constitution Making in Indiana. Vol. 1, p.222.
- (27) Const., art. 4, sec. 22.
- (28) Acts 1899; Burns 26-501.
- (29) Const., art. 6, sec. 2.
- (30) For citations see the legal status essays of these offices in Section B.
- (31) Const., art. 6, sec. 3.
- (32) 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; 1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620; Acts 1919; Burns 36-301.
- (33) Acts 1899; Burns 26-501.
- (34) Acts 1899; Burns 26-515, 26-520; Acts 1899, 1921, 1929; Burns 26-532.
- (35) Acts 1873, ch. 25, sec. 2.
- (36) Acts 1899; Burns 28-704.
- (37) Acts 1899, 1911, 1923; Burns 28-702.
- (38) Acts 1873, 1877; Burns 28-801.
- (39) Acts 1873, ch. 25, sec. 8.
- (40) Acts 1873, 1877; Burns 28-801.
- (41) Rev. Stat. 1881, sec. 4993.
- (42) Acts 1891, 1909; Burns 35-108.
- (43) Acts 1935; Burns, 1937 suppl., 35-118.
- (44) Acts 1891, ch. 99, sec. 112.
- (45) Acts 1919; Burns 64-1102.
- (46) Acts 1931, 1933; Burns 6-2408.
- (47) Acts 1919, 1921; Burns 64-1101.
- (48) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201.
- (49) Acts 1891, ch. 99, sec. 114.
- (50) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201.
- (51) Acts 1919; Burns 64-1205.
- (52) Acts 1907; Burns 61-606; Acts 1937; Burns, 1937 suppl., 61-629.
- (53) Acts 1937; Burns, 1937 suppl., 61-636.
- (54) Ibid., 61-635.
- (55) Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911.
- (56) Acts 1933; Burns 36-1103, 36-1110.
- (57) Acts 1933; Burns 64-304.
- (58) Acts 1937; Burns, 1937 suppl., 64-310.
- (59) Acts 1865, 1935; Burns, 1937 suppl., 28-209.
- (60) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117.
- (61) Ibid., 52-1118.
- (62) Ibid., 52-1119.
- (63) Ibid., 52-1120.
- (64) Acts 1933, 1935; Burns, 1937, suppl., 29-306.
- (65) Acts 1933, 1935; Burns, 1937 suppl., 29-317.
- (66) Acts 1889; Burns 29-1002.
- (67) Acts 1929, 1933; Burns 29-804, Acts 1929; Burns 29-805, 29-806, 29-807.
- (68) Acts 1905, 1927; Burns 29-1401.
- (69) Acts 1905; Burns 29-1404.
- (70) Ibid., 29-1405.
- (71) Acts 1915, 1917; Burns 29-504.
- (72) Const., art. 7, sec. 9.
- (73) Acts 1927; Burns 4-332.
- (74) Const., art. 7, sec. 9; Acts 1881; Burns 4-301.
- (75) Ibid., sec. 11; 2 Rev. Stat. 1852; Burns 49-2504.
- (76) Ibid., art. 6, sec. 2; 2 Rev. Stat. 1852; Burns 49-2701.
- (77) Acts 1881 (Spec. Sess.); Burns 4-303.
- (78) Acts 1909; Burns 60-202, 60-224.
- (79) Acts 1877; Burns 26-634.
- (80) Acts 1925, 1937; Burns 1937 suppl., 63-630.
- (81) Acts 1927; Burns 49-3207.
- (82) Acts 1925, 1937; Burns 1937 suppl., 63-630.

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THORNTON, W.W. A manual of practice before county commissioners including the powers and duties of county officers in Indiana. (2069 pp. Indianapolis, The Bobbs-Merrill Co. 2 vols. c1925.)

Also the Session Laws of the General Assembly of the State of Indiana, 1816-1937.

Floor plans of first floor to appear here.

3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The Steuben County courthouse, a brick structure built in 1868, is situated on rising ground at the intersection of Maumee and Wayne Streets in Angola. Extending 74' by 50' by 45', it contains the offices and vaults of the clerk, the recorder, the treasurer, and the auditor; the surveyor's office; and two vaults for old records. The four offices and vaults are on the first floor; the surveyor's office on the second floor; and the old record vaults in the basement. The vaults are of fireproof construction.

A frame residence at 200 South Gale Street is used as an annex to the courthouse. Forty feet in length, 30' in width, and 26' in height, it is occupied by the offices of the superintendent of schools, the department of public welfare, and the highway supervisor. All these rooms are located on the first floor.

Board of Commissioners

The commissioners' records are housed in the auditor's office and vault, and the basement storage room (q.v., *infra*).

County Council

All the council's records are housed in the basement storage room (q.v., *infra*).

Clerk of the Circuit Court

The clerk's office is located on the southeast corner of

Floor plans of second floor to appear here.

the first floor, and his vault adjoins the office to the north. Both are well lighted and well ventilated. The office is 30' by 21' by 16', the vault, 21' by 7' by 16'. Fifty feet of bound volumes and 37' of unbound records in file boxes 14" deep are kept in the office, the present shelving housing these adequately. These comprise 24% of the clerk's records, 42% of the records of the circuit court, and all the coroner's records. The vault contains 550' of shelving, 540' of which are occupied by volumes-- 65% of the clerk's records; 40% of the records of the circuit court; 29% of the registration officer's records; and all records of the primary election commissioners, the board of canvassers, and the election commissioners. Eleven per cent of the clerk's records are in the basement storage room.

Recorder

The recorder's office and vault lie opposite the clerk's office and vault, on the northwest corner of the first floor. Lighting and ventilation are satisfactory in both office and vault. No accommodations are provided in the vault for users of the records, but these can be obtained in the office adjoining. Measuring 30' by 21' by 16', the office houses 30' of volumes and 16' of unbound records in file boxes 26" deep; the shelving is entirely occupied, but space can be obtained for additional shelving. The vault, whose dimensions are 21' by 7' by 16', houses 350' of volumes; 7 file boxes 26" deep

Floor plans of third floor to appear here.

contain unbound records. Small space for expansion is left on the present shelving. Of the recorder's records, 2% are housed in his office, 97% in his vault, and 1% in the basement storage room.

Circuit Court

Records of the circuit court are housed in the clerk's office and vault, the sheriff's office, the basement storage room (q.v.: clerk, supra; sheriff, storage room, infra), the court reporter's office, and the abstractor's vault.

Sheriff

The sheriff's office is located on the north side of the first floor of the county jail. This office, which is 15' by 11' by 12', houses 64% of the sheriff's records--3' of bound volumes and 3' of unbound records in file boxes 13" deep. Three of the volumes are circuit court records. No further equipment is needed for the proper housing of the records. Well lighted and well ventilated, this room provides satisfactory accommodations for users of the records, the remainder of which are housed in the basement storage room.

Coroner

All the coroner's records are housed in the clerk's office q.v., supra).

Floor plans of basement to appear here.

Assessor

The records of the assessor are kept in the auditor's office and vault (q.v., infra).

Board of Tax Adjustment

The records of the board of tax adjustment are housed in the auditor's office (q.v., infra).

Board of Finance

The records of the board of finance are housed in the auditor's office and vault (q.v., infra).

School Fund Board

All records of the school fund board are housed in the auditor's vault (q.v., infra).

Treasurer

On the northeast corner of the first floor are an office and a vault occupied by the treasurer. These rooms, the former of which is 30' by 19' by 16', and the latter 21' by 7' by 16', are well lighted and well ventilated and furnish users of the records with satisfactory accommodations. In the office are 23' of bound volumes and 2' of unbound records in file boxes 18" deep. All present shelving is in use, and no space for additional shelving can be obtained. The same conditions prevail

Floor plans of courthouse annex to appear here.

in the vault, where 275' of volumes and 10' of unbound records in file boxes 16" deep are housed. Nine per cent of the treasurer's records are in his office, 16% in his vault, 1% in the auditor's vault, and 74% in the basement storage room.

Auditor

An office and a vault, on the northwest corner of the first floor, are used by the auditor. The office, 30' by 19' by 16', contains 70' of bound volumes and 15' of unbound records in file boxes 16" deep. The vault, 21' by 7' by 16', contains 170' of volumes and 70' of unbound records in file boxes 16" deep. In both rooms, no space for expansion of the records is available, though other conditions are satisfactory. In addition to 4% of the auditor's records, the office contains records of other bureaus in the following percentages: commissioners', 24%; assessor, 83%; board of tax adjustment, 100%; board of finance, 67%, and department of public welfare, 8%. The vault houses, in addition to 16% of the auditor's records, 57% of the commissioners' records, 17% of the assessor's records, all the records of the board of review and the school fund board, 33% of the records of the board of finance, 1% of the treasurer's records, and 15% of the records of the department of public welfare. The remainder of the auditor's records--80%--are in the basement storage room.

Registration Officer

The registration officer's records are housed in the clerk's vault and the basement storage room (q.v.: clerk, supra; storage room, infra).

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Board of Primary Election Commissioners

The records of the primary election commissioners are housed in the clerk's vault (q.v., supra).

Board of Canvassers

All the records of the board of canvassers are housed in the clerk's vault (q.v., supra).

Board of Election Commissioners

The records of the election commissioners likewise are housed in the clerk's vault (q.v., supra).

Board of Education

The board of education record, 1 volume, is kept at the residence of Elmo Powers, secretary of the board, in Angola.

Superintendent of Schools

The superintendent of schools occupies a well lighted, well ventilated office, 16' by 12' by 10', in the courthouse annex, at the northeast corner of the building. Steel shelving carries

1' of bound volumes and 15' of unbound records in file boxes 14" deep. All the records of the superintendent of schools are housed in this room, in which adequate accommodations are provided for users of the records.

Health Commissioner:

The health commissioner's office is located at the professional office of the incumbent, Dr. Lane, in the Gillis Building, Angola. Five feet of bound volumes, comprising 56% of the health commissioner's records, are housed on wooden shelving.

The county nurse's office, in the courthouse annex at the southeast corner of the building, houses 29% of the records. Having dimensions of 15' by 12' by 10', this office is well lighted and well ventilated. Two feet of unbound records in file boxes 15" deep are housed here, ample space being left for expansion.

The other 15% of the health commissioner's records are in the basement storage room.

Department of Public Welfare

The welfare office, located in the courthouse annex, measures 16' by 12' by 10', and is well lighted and well ventilated. It houses 77% of the department's records, consisting of 2' of bound volumes and 2' of unbound records. No additional equipment, either for users of the records or for the records themselves, is needed. Eight per cent of the records are kept in the auditor's office, and 15% in the auditor's vault.

Surveyor

The surveyor's office, in the courthouse on the northwest corner of the second floor, is a well lighted, well ventilated room, 19' by 12' by 16'. Here are housed 15' of bound volumes and 2' of unbound records in file boxes 13" deep. Little space is left on the present shelving and little for additional shelving. Ninety-nine per cent of the surveyor's records are housed in this room in which users of the records are well accommodated, and 1% in the basement storage room.

Highway Supervisor

The highway supervisor's office is located in the courthouse annex. Well lighted and well ventilated, it is 15' by 12' by 10', and is equipped with 10' of shelving, on which are 3' of bound volumes. Persons consulting the records can obtain satisfactory accommodations. Of the highway supervisor's records, 61% are housed here and 39% in the basement storage room.

Storage Rooms

In the basement of the courthouse, a vault, 21' x 14' by 7', is used for the storage of old records. The concrete floor and brick walls and ceiling of this room are in good condition, and it is fairly well lighted; but its ventilation is poor, and the shelving is inadequate for the quantity of records housed there. The major portion of 700' of bound volumes and 150' of

unbound records is stacked on the floor, the remainder being on the 300' of shelving. Records of the following offices are housed here, in the indicated percentages: commissioners', 19%; council, 100%; clerk, 11%; recorder, 1%; circuit court, 12%; sheriff, 36%; treasurer, 74%; auditor, 80%; registration officer, 71%; health commissioner, 15%; surveyor, 1%, and highway supervisor, 39%.

The vault adjoining the abstractor's office in the basement houses 6% of the circuit court records.

Review

While the condition of the housing of Steuben County records is, in many respects, hardly satisfactory, no recommendations need be made, since the county plans to construct an addition to the courthouse. It is understood that the primary purpose of this addition is to be the housing of records; that all offices are to be given more space; and that modern, well equipped vaults are to be provided for the proper housing of those records now stored in the basement vaults.

The construction of this addition will in itself eliminate many of the unsatisfactory conditions and will make possible the elimination of the remainder.

4. ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

| | |
|-----------|---|
| Acts | (Session) Laws of the State of Indiana (commonly referred to by binder's title, "Acts"). By authority ... (of the) Secretary of State (of Indiana). |
| agr. agt. | agricultural agent, agricultural agent's |
| alph. | alphabetical, alphabetically |
| approx. | approximately |
| arr. | arranged |
| art. | article |
| assr. | assessor, assessor's |
| aud. | auditor, auditor's |
| aver. | average |
| bdl. | bundle |
| Bldg. | Building |
| bsmt. | basement |
| Burns | Burns, Harrison, editor. Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933. 12 vols. The Bobbs-Merrill Company, Indianapolis, Ind. (c1933 and 1934) with Supplement 1936 in pocket in back cover. (Year is given in reference only in citations to supplement. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.) |

| | |
|------------------|---|
| c. | copyright (before date) |
| C.C. | County Courthouse |
| ch. | chapter |
| chron. | chronologically, chronological |
| clk. | clock, clerk's |
| comr. | commissioner, commissioners, commissioner's, commissioners' |
| Const. | Constitution of Indiana (refers to present constitution unless date follows) |
| cor. | coroner, coroner's |
| hdw. | handwritten |
| hi. sup. | highway supervisor, highway supervisor's |
| hlth. offr. | health officer, health officer's |
| ibid. | ibidem (same reference as that immediately foregoing) |
| Ind. | Indiana; Indiana Reports (when preceded by the volume number, reference is to the official state court reports). |
| Laws Ind. Terr. | Laws of Indiana Territory, The, 1801-1809. Edited by Francis S. Philbrick. Collections of the Illinois State Historical Library: Vol. 21. Reprinted with supplementary Indiana material. Indianapolis, Ind. Historical Bureau, 1931. |
| Laws N. W. Terr. | Laws of the Northwest Territory, The: 1788-1800. Edited by Theodore Calvin Pease. Illinois State Historical Library Law Series: Vol. 1. Springfield, Ill. Reprinted by the Illinois State Bar Association. (c1925) |
| mi. | mile |

| | |
|--|---|
| n. | north |
| ne. | northeast |
| no., nos. | number, numbers |
| nw. | northwest |
| off. | office |
| p., pp. | page, pages |
| pr. frm. | printed form |
| pt. | part |
| pvt. | private |
| pros. atty. | prosecuting attorney, prosecuting attorney's |
| q.v. | which see |
| rec. | record |
| recr. | recorder, recorder's |
| Rev. Laws 1831 | Revised Laws of Indiana, ... enacted by the general assembly at their fifteenth session ... Published by authority of the general assembly. Indianapolis, 1931. |
| Rev. Stat. 1843 | Revised Statutes of the State of Indiana passed at the twenty-seventh session of the general assembly ... Printed and Published according to law. Indianapolis, 1843. |
| 1 Rev. Stat. 1852) 2 Rev. Stat. 1852) | Revised Statutes of the State of Indiana, passed at the thirty-sixth session of the general assembly ... 2 vols. Printed and published according to law. Indianapolis, 1852. |
| Rev. Stat. 1881 | Revised Statutes of Indiana ... Collated and annotated by James F. Frazer, John B. Stotsenburg and David Turpie, Commissioners. By authority of the general assembly Chicago, Ill. E. B. Myers and Company, 1881. |

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|-------------|--|
| rm. | room |
| s. | south |
| sec. | section |
| se. | southeast |
| shf. | sheriff, sheriff's |
| spc. sess. | special session |
| stat. | statutes |
| stg. | storage |
| suppl. | supplement |
| sur. | surveyor, surveyor's |
| supt. | superintendent, superintendent's, superintendent of schools |
| sw. | southwest |
| tr. | treasurer, treasurer's |
| twp. | township |
| U. S. | United States |
| vol., vols. | volume, volumes |
| vt. | vault |
| wfr. | welfare |
| -- | current |
| ' | foot, feet |
| " | inch, inches |

Other abbreviations in common use are occasionally used.

Explanatory Notes

The inventory of the records of each bureau is preceded by an explanatory section, giving its legal status and functions.

In each legal status the inception date of each office is given as a comparative basis for the dates of the records. If the office were established before the origin of the county, the date of organization is the inception date. Whenever the inception date of records is later than the date of the organization of the county, it is by reason of statutory inauguration.

Entries are grouped under an outline classification, using headings and subheads according to relative functions. The first breakdown is centered in capitals and lower-case; the second breakdown is relative to the first and is in capitals and lower-case, underscored at the margin.

Each entry has two parts or paragraphs: Title and description. Occasionally an entry will have a third cross-reference paragraph.

I. The title consists of:

1. Entry number. The entries are numbered consecutively within the county.

2. Titles in capitals, enclosed in parentheses, are supplied by the Historical Records Survey, because either the volume or file has no title or an incorrect one. Words in capitals and lower case, enclosed in parentheses, are also supplied or are supplementary to the title, where it is necessary to explain the types of records more fully.

3. Period covered by the record, showing beginning and ending dates by years only. In a divided year, the months and days are given. A dash in place of an ending date denotes a continuous open record.

4. Quantity.

5. Markings, if a series or a part of a series. Where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given.

6. Variation in numbering.

7. Missing volumes.

8. Subtitles or variations in title.

II. The description consists of:

1. A complete description of the record, its contents and its purpose, with a resume of the column headings or subjects treated.

2. Method of arrangement or indexing.

3. Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

4. Condition. Unless good or excellent, in which case, it is omitted.

5. Number of pages averaged for a series.

6. Size, averaged for a series, is given in inches unless otherwise specified; hence the inch sign is omitted.

7. Location. The place of custody (the room in which the records are located) is given in the entry, except, as stated in the legal status, in cases where all, or the majority, of the records are in one room.

III. Cross-references made to other entries.

1. For records which have relative functions.

2. For records having earlier or later recordings under a different title or type of record.

3. For records for which additional information may be found in other entries.

Whenever an entry contains more than one type of record, all the dates are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title, dates, and description only.

I. BOARD OF COMMISSIONERS

The board of commissioners is a statutory body comprising three members (1) elected for terms of three years. Elections are so arranged that one member shall retire each year. (2) The county is divided into three districts from each of which one member is elected by the electorate of the entire county. (3)

Steuben County has had a board for doing county business since 1837, the date of its organization. For the first year it was composed of the justices of the peace of the several townships of the county, as provided by an act of 1824, (4) with the powers and duties originally conferred upon the board of commissioners of the several counties by an act of 1817. (5) An act of 1831 established the board of commissioners consisting of three elective members, (6) and the revised statutes of 1852 confirmed it in its present form. (7)

The board is the administrative agency of the county and exercises all powers for the transaction of county business conferred by law. (8) In 1899 the fiscal powers were vested exclusively in the county council, which was then created. (9)

The board of commissioners is a body corporate and politic by the name and style of "The Board of Commissioners of the County of Steuben", and as such, and in such name, may sue and be sued, possessing duties, rights, and powers incident to corporations. (10) It meets in regular sessions beginning on the first Monday of every month (11) and in special sessions called for specifically stated

business by the county auditor, its clerk ex officio, (12) or, in case of death or disqualification, by the clerk of the circuit court and recorder, respectively. (13) Any two members constitute a quorum to do business. (14)

Its principal functions are: Control of county property, allowance of claims against the county, auditing accounts of all officers handling county money, (15) and exercise of the right of eminent domain. (16) Other powers, in specific instances, have been conferred upon the board by the legislature: Letting of contracts for county buildings; (17) purchase of materials and supplies; (18) supervision of maintenance of roads, bridges, and culverts; (19) preparation of the annual budget estimates; (20) abolition or change of township or precinct boundary lines; (21) establishment and maintenance of libraries (22) and hospitals: (23) authorization of payment of bounties; offering of rewards; (24) and authorization of subscription to and preservation of public newspapers printed in the county. (25)

Besides its administrative functions, the board sits as a court in the trial of causes concerning county business. For the transaction of business it adopts its own regulations, but for court sessions it must comply, so far as practicable, with the rules for conducting business in the circuit court. (26) Appeals from its decisions can be taken to the circuit court pursuant to provisions of the statute. (27)

The commissioners, by virtue of their office, were constituted

a board of turnpike directors by an act of 1879, for the management and control of all free turnpikes in the county. Each director had personal supervision of one district. Their powers were to appoint suitable persons to supervise the work of repairs, contract for labor materials, enter upon lands to take gravel and to give certificates of payments, and to appoint a clerk of the board. (29)

This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. (30)

This office was likewise abolished twenty years later and supervision of highways was transferred to the surveyor, (31) unless the commissioners appoint a highway supervisor. The county commissioners may employ the surveyor to serve as highway supervisor. (32)

The auditor, as clerk, attends the meetings of the board of commissioners, keeps a record of its proceedings, and preserves all the books and papers touching county business in his office. (33)

All the records are located in the courthouse.

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| (1) 1 Rev. Stat. 1852; Acts 1929; Burns 26-601. | (7) 1 Rev. Stat. 1852, ch. 20, sec. 1. |
| (2) Acts 1885; Burns 26-604. | (8) Acts 1817, ch. 15, sec. 1; Const., art. 6, sec. 10. |
| (3) 1 Rev. Stat. 1852; Burns 26-602. | (9) Acts 1899; Burns 26-501, 26-515; Acts 1899, 1921, 1929; Burns 26-532. |
| (4) Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17. | (10) 1 Rev. Stat. 1852; Burns 26-606. |
| (5) Acts 1817, ch. 15, sec. 1. | (11) Acts 1899; Burns 26-550. |
| (6) Rev. Laws 1831, ch. 20, secs. 1, 12, 14. | |

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| (12) 1 Rev. Stat. 1852; Burns 49-3004; Acts 1899; Burns 26-610. | (22) 1 Rev. Stat. 1852; Burns 41-501. |
| (13) Acts 1863; Burns 26-607. | (23) Acts 1903; Burns 22-3001. |
| (14) 1 Rev. Stat. 1852; Acts 1929; Burns 26-601. | (24) 1 Rev. Stat. 1852; Acts 1875, 1883, 1899, 1911; Burns 26-1101 to 26-1106. |
| (15) 1 Rev. Stat. 1852; Acts 1935; Burns, 1937 suppl.; 26-620. | (25) 1 Rev. Stat. 1852; Burns 26-626. |
| (16) Acts 1899; Burns 26-2101; Acts 1919; Burns 36-303; Acts 1937; Burns, 1937 suppl., 26-640. | (26) 1 Rev. Stat. 1852; Burns 26-617. |
| (17) Acts 1907; Burns 26-2002, 26-2004. | (27) 1 Rev. Stat. 1852; Burns 26-901. |
| (18) Acts 1899, 1903, 1933; Burns 26-536; Acts 1899; Burns 26-535. | (28) Acts 1879, ch. 115, sec. 1. |
| (19) Acts 1919; Burns 36-301. | (29) Acts 1905, ch. 167, sec. 85. |
| (20) Acts 1899; Burns 26-516, 26-519. | (30) Acts 1913, ch. 330, sec. 1. |
| (21) Acts 1859; Burns 26-701; Acts 1919; Burns 26-705. | (31) Acts 1933; Burns 36-1101. |
| | (32) Acts 1933; Burns 36-1110. |
| | (33) 1 Rev. Stat. 1852; Burns 26-611, 26-621, 49-3004. |

Court Proceedings and Reports

1. COURT DOCKETS, 1864--. 11 vols. (1-11).

Record of hearings in commissioners' court of petitions and remonstrances on projects to be constructed or repaired, showing names of petitioners, date action was filed, kind of action, and proceedings of the commissioners' court. Indexed alph. by names of projects. Hdw. 250 pp. 16 x 13 x 2. 8 vols., 1864-Dec. 1926, bsmt. stg. rm.; 3 vols., Dec. 1926--., Aud. off.

2. COMMISSIONERS' RECORD, 1837--. 21 vols. (1-21).

Minutes of the meetings held by commissioners, showing date and place of meeting, names of commissioners, subjects acted upon, and disposition. Indexed alph. by names of subjects. 1837-1904, hdw.; 1904--., typed. 450 pp. 18 x 14 x 2 $\frac{1}{2}$. Aud. off.

3. PROOF OF PUBLICATION, 1925--. 4 file boxes.

Clippings from newspapers, and publisher's statements in proof of publication of county legal notices. Arr. chron. 5 x 11 x 13. Aud. off.

Petitions

4. PETITIONS, 1900--. 52 file boxes.

Petitions for construction or repairs of roads, ditches, and drains, showing date filed, description and location of project, names of petitioners, and required date of completion. Arr. chron. 5 x 11 x 13. Aud. vt.

Claims and Allowances

5. CLAIM AND ALLOWANCE RECORD, 1875--. 10 vols. (1-10).

Title varies: Register of Allowances.

Record of claims of county purchases allowed, showing date, claim number, name of claimant, purpose, and amount. Arr. chron. Hdw. 450 pp. 18 x 13 x 3. 7 vols., 1875-1924, bsmt. stg. rm.; 3 vols., 1925--, Aud. vt.

6. PAID CLAIMS, 1854--. 22 file boxes.

Certified claims against county, and allowed by commissioners, showing date, claim number, name of claimant, and dates filed and allowed. Arr. chron. 18 x 14 x 12. 18 file boxes, 1854-1930, bsmt. stg. rm.; 4 file boxes, 1930--, Aud. vt.

Roads, Bridges, and Ditches

7. ROAD RECORD, 1838--. 6 vols. Title varies: Construction Record, Roads.

Record of construction and repair of roads, showing date; names of contractor and road; description, location, and specifications of road; estimated cost; and time allowed for completion. Arr. chron. Hdw. 350 pp. 18 x 12 x 3. Aud. vt.

8. BRIDGE CONTRACTS, 1903--. 10 file boxes.

Contracts let for repair and construction of bridges, showing date of contract; description, location, and cost of bridge; and time allowed for completion of work. Arr. chron. 5 x 11 x 13. Aud. vt.

9. DITCH RECORD, 1862--. 14 vols. (1-14).

Record of all ditches, showing name, location, and original specification of ditch; and date of completion. Arr. chron. Hdw. 300 pp. 16 x 12 x 2. Aud. off.

10. DRAINAGE RECORD, 1909--. 12 file boxes.

Repair and construction record of drains, showing date; location, description, and cost of drain; and date of completion. Arr. chron. 5 x 11 x 13. Aud. vt.

11. VIEWER'S REPORTS, 1909--. 6 file boxes.

Viewer's reports on county projects to be constructed or repaired, showing date, location and description of project, estimate of cost, and time for completion. Arr. chron. 5 x 10 x 13. Aud. vt.

II. COUNTY COUNCIL

In 1899 the legislature created the county council, to be known as "The Steuben County Council". (1) This council consists of seven members who are elected for a term of four years and who must be qualified voters and resident freeholders of the county. One member is elected from each of the four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. (2) The council elects its president from its membership, and the auditor as its clerk is required to keep and preserve in his office a record of its proceedings. (3) The sheriff is required to execute the orders of the council. (4)

The regular annual meeting is held on the first Tuesday after the first Monday of September for the purposes of fixing the tax rate, of imposing the tax levy, and of making appropriations, and continues from day to day until its business is completed. Special meetings may be called by the auditor or a majority of the members. Sessions must be public. (5) Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members; (6) and extraordinary majorities are required by law in certain instances: a three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor; (7) a two-thirds vote to make additional appropriations at special meetings. (8)

The power of fixing the tax rate for county purposes and for all purposes where it is not fixed by law and is required to be uniform

throughout the county, is vested exclusively in the council, likewise the power of making appropriations of money to be paid out of the county treasury. (9)

The council passes on all budget estimates submitted by county officials, (10) as well as emergency appropriations. (11)

The council has exclusive power to authorize the borrowing of money for the county and the issuing of bonds. (12) No sale or purchase by the county of real estate of the value of \$1,000 or more is made without authorization by the council. (13)

The auditor, as clerk of the council, keeps a journal of its proceedings, and also keeps and preserves in his office its files and papers. (14)

The records are located in the auditor's storage room in the courthouse.

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|---|--|
| (1) Acts 1899; Burns 26-501. | (7) Acts 1899; Burns 26-520. |
| (2) Acts 1899; Burns 26-502, 26-504; Acts 1907; Burns 26-505. | (8) Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521. |
| (3) Acts 1899; 1931; Burns 26-507; Acts 1899; Burns 26-509. | (9) Acts 1899; Burns 26-515, 26-520. |
| (4) Acts 1899; Burns 26-510. | (10) Acts 1899; Burns 26-520. |
| (5) Acts 1899, 1931; Burns 26-507; Acts 1899; Burns 26-508. | (11) Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521. |
| (6) Acts 1899; Burns 26-511. | (12) Acts 1899, 1912, 1929; Burns 26-532. |
| | (13) Acts 1899; Burns 26-534. |
| | (14) Acts 1899; Burns 26-509. |

12. COUNTY COUNCIL RECORD, 1899--. 2 vols. (1-2).

Minutes of all county council meetings for the purpose of fixing tax rates, imposing tax levies, and making appropriations, showing date, business transacted, and names of members present. Indexed alph. by titles of businesses. Hdw. 450 pp. 18 x 14 x 3. Aud. stg. rm.

III. CLERK OF THE CIRCUIT COURT

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officer, elected for a four-year term, and not entitled to hold office for more than eight years in any twelve-year period. (1)

Prior to the Constitution of 1851, the office of clerk existed by virtue of the Constitution of 1816. (2) The inception date of this office in Steuben County is 1837, the organization date of this county.

The clerk of the circuit court is required to keep a set of dockets and records for the court. (3) He also serves by statutory provisions, as clerk of all county courts.

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county (4) and as member and clerk of the county election boards. (5)

Other important duties of the clerk are the issuance of marriage licenses; (6) professional licenses, such as physicians', (7) dentists', (8) and optometrists'; (9) hunting, trapping, and fishing licenses; (10) business licenses, such as poultry dealers' (11) and junk dealers'; (12) and, upon order of the circuit judge, permits to carry firearms. (13) He approves, files, and keeps a record of the bonds of county and township officers, unless other provision is made by law, (14) and of notaries. (15) He is required to keep a register of trained nurses (16) and a record

Clerk of the Circuit Court

of certificates of firms and partnerships, doing business under any name, designation, or title other than the real names of their members, (17) and he also records many legal instruments.(18)

The clerk is required to preserve in his office all records and writings appertaining to his official duties, to indorse the time of filing of all papers, and in addition to the records mentioned above, to keep all necessary judges', appearance, bar, judgment, and execution dockets; order and final record books; a complete record of all causes involving title to land, of all criminal causes for felony, and of all other cases upon request.(19) a cash book; (20) and a fee register. (21) Other records are specifically provided for by the laws assigning to him the duties outline above.

All the records are located in the courthouse.

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|---|-------------------------------|
| (1) Const., art. 6, sec. 2; | (12) Acts 1905; Burns 42-703. |
| 2 Rev. Stat. 1852; Burns | (13) Acts 1835, 1937; Burns |
| 49-2701. | 1937 suppl., 10-4738. |
| (2) Const. 1816, art. 5, | (14) 1 Rev. Stat. 1852; Burns |
| sec 8, | 49-105; Acts 1857; Burns |
| (3) 2 Rev. Stat. 1852; Burns | 49-124; 2 Rev. Stat. |
| 49-2706. | 1852; Burns 49-2706. |
| (4) Acts 1933, 1935, Burns | (15) 1 Rev. Stat. 1852; Acts |
| 1937 suppl., 29-306. | 1855; Burns 49-3503. |
| (5) Acts 1905, 1927; Burns 29-1401. | (16) Acts 1905, 1913, 1931; |
| Acts 1915, 1917; Burns 29-504;) | Burns 63-903. |
| Acts 1899; Burns 29-1002. | (17) Acts 1909; Burns 50-201, |
| (6) Acts 1852; Burns 44-201. | 50-202. |
| (7) Acts 1897, 1899; Burns | (18) 2 Rev. Stat. 1852; Burns |
| 63-1302. | 49-2706. |
| (8) Acts 1913, 1931, 1935; | (19) 2 Rev. Stat. 1852; Burns |
| Burns, 1937 suppl., 63-504. | 49-2706. |
| (9) Acts 1907, 1935; Burns, | (20) Acts 1879 (Spec. Sess.); |
| 1937 suppl., 63-1011. | Burns 49-2722. |
| (10) Acts 1937; Burns, 1937 | (21) Acts 1879 (Spec. Sess.); |
| suppl., 11-1403. | Burns 49-2723. |
| (11) Acts 1917, 1929, 1932 (Spec. Sess.); Burns 42-802. | |

Official Bonds
(See also entries 225-26)

County

13. RECORD OF OFFICIAL BONDS, 1868--. 5 vols. (1-5).

Record of bonds posted by county officials, showing date; names of official and surety; and amount, conditions, and term of bond. Indexed alpn. by names of officials. Hdw. 400 pp. 18 x 15 x 4. Clk. vt.

14. OFFICIAL BONDS, 1857--. 10 file boxes.

Bonds posted by county officials, showing date; names of official and surety; and amount, condition, and term of bond. Arr. onron. 15 x 10 x 5. Clk. vt.

Township

15. JUSTICE BOND RECORD, 1839--. 3 vols. (1-3).

Record of bonds posted by justices of the peace, showing date, names of justice and surety, term of office, and conditions and amount of bond. Indexed alpn. by names of officials. Hdw. 300 pp. 18 x 15 x 3. 2 vols., 1839-84, bsmt. stg. rm.; 1 vol., 1885--, Clk. vt.

16. JUSTICE AND CONSTABLE BONDS, 1848--. 14 file boxes.

Bonds filed by justice of the peace, and constables, showing date; names of official and surety; and conditions, amount, and term of bond. Arr. onron. 15 x 10 x 5. Clk. off.

Miscellaneous

17. NOTARIAL BOND RECORD, 1870--. 3 vols. (1-3).

Record of bonds filed by notaries public, showing date; names of notary and surety; and amount, conditions, and term of bond. Indexed alph. by names of notaries. Hdw. 300 pp. 18 x 13 x 3. Clk. vt.

Licenses

Marriage (see also entry 255)

18. MARRIAGE RECORD, 1837--. 37 vols. (1-37).

Record of all marriages, showing names of bride, groom, and officiating clergyman or officer; and dates of marriage and return. Indexed alph. by names of grooms. Hdw. 250 pp. 18 x 12 x 3. Clk. vt.

19. RECORD OF APPLICATION FOR MARRIAGE LICENSE, 1905-24.

8 vols. (1-8).

Record of marriage license applications, showing date; name, age, color, and residence of applicant; and names of witnesses. Indexed alph. by names of applicants. Hdw. 200 pp. 18 x 12 x 3. Clk. vt.

For subsequent records, see entry 18.

Professional

20. PHYSICIANS' LICENSE RECORD, 1885--. 3 vols.

Record of licenses issued to practice medicine, showing date of application, name of applicant, college attended, date of graduation,

diploma, qualifications, and physician's signature. Indexed alpn. by names of physicians. Hdw. 200 pp. 18 x 12 x 2. Clk. vt.

21. RECORD OF DENTISTS' LICENSES, 1898--. 1 vol.

Record of dentists' applications for permits to practice in county, showing date; birthplace, age, and address of applicant; name of college attended; and certificate of State Board of Dental Examiners. Indexed alpn. by names of applicants. Hdw. 150 pp. 16 x 10 x 1. Clk. vt.

22. OPTOMETRY LICENSE, 1907--. 1 vol.

Record of licenses to practice optometry in county, showing date of license; name, age, address, and qualifications of licensee; and name of school attended. Indexed alpn. by names of licensees. Hdw. 150 pp. 16 x 12 x 1. Clk. off.

23. VETERINARY RECORD, 1890-1904. 1 vol.

Record of applications to practice veterinary surgery, showing date; name, address, and qualifications of applicant; and name of school attended. Arr. alpn. by names of applicants. Hdw. 160 pp. 18 x 12 x 1. Clk. vt.

Business

24. JUNK DEALERS' RECORD, 1915--. 1 vol.

Record of licenses to applicants to buy and sell junk, showing date, and name and business address of applicant. Arr. alpn. by names of applicants. Hdw. 172 pp. 8 x 16 x $\frac{1}{2}$. Clk. vt.

25. POULTRY DEALERS' LICENSE, 1917--. 1 vol.

Record of licenses granted upon application to deal in poultry and poultry products, showing dates of application and license, and name and business address of licensee. Indexed alph. by names of applicants. Hdw. 150 pp. 18 x 12 x 1. Clk. off.

Hunting and Fishing

26. HUNTING AND FISHING LICENSES, 1930--. 12 vols.

Stub record of hunting and fishing licenses issued, showing date, and name, address, age, and personal description of licensee. Arr. chron. Hdw. 200 pp. 16 x 12 x 1. Clk. off.

Certificates

Business

27. PARTNERSHIP RECORD, 1909--. 1 vol.

Record of partnership firms, showing names and addresses of firms and members, type of business, proportionate ownership of each partner, and date certified. Arr. alph. by names of firms. Hdw. 200 pp. 12 x 8 x 1. Clk. off.

28. CERTIFICATES OF PARTNERSHIPS, 1896--. 7 file boxes.

Certificates of partnership firms, showing names and addresses of firms and members, type of business, proportionate ownership of each partner, and date of certificate. Arr. chron. 5 x 10 x 14. Clk. off.

29. INSURANCE REGISTER, 1889-1919. 1 vol.

Register of certificates issued to insurance companies doing business in county, showing date, names of company and agent, date of filing, and numbers of file and box. Indexed alph. by names of companies. Hdw. 100 pp. 16 x 12 x 1. Clk. vt.

Professional

30. REGISTER OF TRAINED NURSES, 1912--. 1 vol.

Register of trained nurses certified to practice in county, showing date registered, name and address of nurse, and date of certificate. Arr. chron. Hdw. 120 pp. 10 x 9 x 3/4. Clk. vt.

Registers

31. ESTRAY RECORD, 1852-1902. 2 vols.

Record of stock reported lost, showing date, name of owner, description of stock, with brand and marks of identification, and approximate value. Arr. chron. Hdw. 150 pp. 14 x 12 x 1. Clk. vt.

32. REGISTER OF PHYSICIANS AND ACCOUCHEURS, 1881-96.

1 vol.

Register of physicians and accoucheurs practicing in county, showing date of registration, and names and addresses of registrant. Indexed alph. by names of registrants. Hdw. 150 pp. 18 x 12 x 1. Clk. vt.

33. REGISTER OF OFFICERS, 1871-86. 1 vol.

Register of county and township officers, showing name and official title, date qualified, amount of bond, and expiration of term.

Arr. chron. Hdw. 375 pp. 16 x 13 x 2. Bsmt. stg. rm.

Military Records
(See also entries 58-59)

34. SOLDIERS' ENROLLMENT, 1886-94. 3 vols.

Record of Civil War veterans, showing name, age, date of enrollment, and military record. Arr. chron. Hdw. 150 pp. 16 x 10 x 1 $\frac{1}{2}$.

Clk. vt.

Receipts and Disbursements

35. DAILY BALANCE AND CASH BOOK, 1914--. 17 vols. (1-17).

Daily cash balance, showing date, previous balance, total receipts and disbursements of funds, balance at close of day, amounts deposited and withdrawn, name of depository, and depository balance.

Arr. chron. Hdw. 200 pp. 12 x 10 x 1 $\frac{1}{2}$. Clk. vt.

36. CASH BOOK OF RECEIPTS AND DISBURSEMENTS, 1920--. 4 vols.
(1-4).

Record of clerk's receipts and disbursements, showing date, names of payee and payer, fund debited or credited, and balance. Arr.

chron. Hdw. 300 pp. 26 x 18 x 4. Clk. vt.

For prior records, see entries 37 and 38.

37. CASH BOOK OF RECEIPTS, 1871-1919. 5 vols. (1-5).

Record of money received, showing date, receipt number, name of payer, purpose, total amount of receipts, and date paid to treasurer.

Arr. chron. Hdw. 500 pp. 18 x 12 x 3. Bsmt. stg. rm.

For subsequent records, see entry 36.

38. CASH BOOK OF DISBURSEMENTS, 1871-1919. 9 vols. (1-9).

Record of cash disbursed, showing date, warrant number, amount, name of payee, purpose, and fund debited. Arr. chron. Hdw.

450 pp. 18 x 12 x 3. Bsmt. stg. rm.

For subsequent records, see entry 36.

IV. RECORDER

The recorder is a constitutional officer elected for a term of four years and is required to post bond. (1) No person is eligible to hold the office of recorder for more than eight years in any twelve-year period. (2)

Prior to the Constitution of 1851, the office of recorder existed by virtue of the Constitution of 1816. (3) The inception date of this office in Steuben County is 1837, the organization date of the county.

The title of this officer describes his functions: To make and preserve a public record of legal documents which by law he is bound to record, for both county officials and private persons. (4) Of the many kinds of instruments recorded the more important are: Deeds, mortgages, and apprentices' indentures, (5) satisfactions, cancelations and assignments of any kind, (6) mechanics' liens, (7) and leases. (8)

Other documents of which the recorder is required to keep a record are: Articles of incorporation filed in his office, (9) certificates of admission for foreign corporations to do business in Indiana, (10) cemetery deeds, (11) cemetery associations, (12) farm names, (13) and chattel mortgages. (14)

The forms and methods to be used by the recorder are described in detail in the statutes. In addition to the records enumerated above, he must keep a fee book and a cash book, and enter therein, as received, all money received by his office. (15) He is also required to index his records, both in each volume and in complete or general indexes. (16)

All the records are located in the courthouse.

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|---|---|
| (1) 1 Rev. Stat. 1852; Acts 1901; Burns 3201. | (9) Acts 1929; Burns 25-219. |
| (2) Const., art. 6, sec. 2. | (10) Acts 1929; Burns 25-305. |
| (3) Const. 1816, art. 11, sec. 10. | (11) Acts 1925; Burns 21-223. |
| (4) 1 Rev. Stat. 1852; Acts 1925; Burns 49-3205. | (12) 1 Rev. Stat. 1852; Burns 25-1520. |
| (5) 1 Rev. Stat. 1852; Burns 49-3210. | (13) Acts 1913; Burns 49-3226. |
| (6) Acts 1905; Burns 49-3203. | (14) Acts 1935; Burns, 1937 suppl., 51-510. |
| (7) Acts 1909; Burns 43-703. | (15) Acts 1895; Burns 49-1401. |
| (8) 1 Rev. Stat. 1852; Acts 1875, 1913, 1921, 1932; Burns 56-119. | (16) 1 Rev. Stat. 1852; Burns 49-3209, 49-3217 to 49-3220; 1 Rev. Stat. 1852; Acts 1855; Burns 49-3216. |

Deeds, Titles, and Grants

39. DEED RECORD, 1837--. 35 vols. (A, and 2-85).

Record of deeds, showing names of grantor and grantee; and location, description, and value of property. Indexed alph. by names of grantors and grantees. 1837-1904, hdw.; 1905--, typed. 500 pp. 18 x 12 x 3. Recr. vt.

40. GENERAL INDEX TO DEEDS, GRANTOR, 1837--. 14 vols. (1-14).

Index to deed records, showing names of grantor and grantee; kind, date, and amount of deed; amount of consideration; brief description of property; date of recording; and volume and page of deed record. Arr. alph. by names of grantors. Hdw. 600 pp. 18 x 13 x 3. Recr. vt.

41. GENERAL INDEX TO DEEDS, GRANTEE, 1837--. 14 vols.

(1-14).

Index to deeds, showing names of grantee and grantor, date and kind of deed, amount of consideration, description of property,

date of recording, and volume and page of deed record. Arr. alph. by names of grantees. Hdw. 600 pp. 18 x 13 x 3. Recr. vt.

42. SHERIFF'S DEED RECORD, 1872--. 3 vols. (1-3).

Record of sheriff's deeds, showing names of sheriff, grantor, and grantee; date and amount of court order; legal description of property; sheriff's affidavit of conveyance; signature of clerk; and fees paid to recorder. Indexed alph. by names of grantors and grantees. Hdw. 300 pp. 16 x 12 x 1 $\frac{1}{2}$. Recr. vt.

For Sheriff's sale records, see entry 138.

43. TRACT BOOK, (Land Entries), 1837-63. 1 vol.

Record of entries of government lands, showing date of entry, description and location of land, purchase price, number of acres, name of purchaser, and date taxed. Arr. chron. Hdw. 200 pp. 18 x 12 x 2. Recr. vt.

44. TRACT BOOK, 1837-49. 1 vol.

Record of lands bought from government, showing date of entry, description and location of land, acreage, price paid for land, name of purchaser, and receipt number. Arr. chron. Hdw. 350 pp. 14 x 9 x 2. Recr. vt.

Plat Books

45. PLAT BOOK, 1838--. 3 vols. (1-3).

Record of town plats and additions of cities, towns, and lake resorts in county; showing names of towns, boundary lines, and lakes; and location and marginal description of each. Arr. alph. by names of plats. Hdw. and drawn. 170 pp. 18 x 22 x 4. Recr. vt.

Mortgages, Assignments, and Releases

Real Estate

46. MORTGAGE RECORD, (Releases), 1845--. 55 vols.

(1-55).

Record of real estate mortgages, showing names of mortgagor and mortgagee, description and location of property, conditions and amount of mortgage, and dates recorded and released. Indexed alph. by names of mortgagors. 1845-1915, hdw.; 1916--, typed. 550 pp. 20 x 12 x 2 3/4. Recr. vt.

47. GENERAL INDEX TO MORTGAGES, 1872--. 5 vols. (1-5).

Index to mortgage records, showing names of mortgagor and mortgagee, date of mortgage, and volume and page numbers of mortgage record. Arr. alph. by names of mortgagors. 1872-1915, hdw.; 1916--, typed. 450 pp. 18 x 12 x 2 1/2. Recr. vt.

Chattels

48. CHATTEL MORTGAGE MINUTE BOOK, 1935--. 2 vols. (5-6).

Record of chattel mortgages filed with recorder, showing number and date of instrument; dates of filing, due, and released; names of mortgagee and mortgagor; amount and condition of mortgage; and description and location of chattel. Indexed alph. by names of mortgagors and mortgagees. Hdw. 500 pp. 18 x 12 x 3. Recr. vt.

For prior records, see entry 49.

49. CHATTEL MORTGAGES, 1931-35. 4 vols. (1-4).

Transcripts of chattel mortgages, showing dates recorded and released; names of mortgagor and mortgagee; amount and conditions of mortgage; and date, description, and location of chattel. Indexed alph. by names of mortgagors. Hdw. 500 pp. 18 x 12 x 3. Recr. vt.

For subsequent records, see entry 48.

50. CHATTEL MORTGAGES, 1935--. 5 file boxes.

Original chattel mortgage papers, showing names of mortgagor and mortgagee; date, description, and location of chattel, rate of interest; method of payment; and date due. Arr. alph. by names of mortgagors. 5 x 11 x 13. Recr. off.

School Funds (See also entries 157-58, 180-83, 220-24)

51. RECORD OF SCHOOL FUND MORTGAGES, 1855--. 4 vols.

(1-4).

Record of mortgages given to secure loans made from school funds, showing date and amount of mortgage; name of mortgagor; and description, location, and value of property involved. Arr. alph. by names of mortgagors. 1855-1915, hdw.; 1916--, typed. 250 pp. 16 x 12 x 2. Recr. vt.

Assignments and Releases

52. RELEASE RECORD, 1926--. 2 vols. (1-2).

Record of releases of all recorded instruments that have been satisfied, showing date released, names of mortgagee and mortgagor, and amount of fee. Arr. alph. by names of mortgagors and mortgagees. Hdw. 300 pp. 16 x 12 x 2. Recr. vt.

Liens

53. SIRE LIEN RECORD, 1891-1922. 1 vol.

Record of liens taken on future colts to protect owner of sire for stallion service, showing name of owner; name, color, and breed of stallion; and amount of fee. Indexed alph. by names of owners. Hdw. 150 pp. 16 x 12 x 1 $\frac{1}{2}$. Bsmt. stg. rm.

54. RECORD OF MECHANICS' LIENS, 1855-92. 1 vol.

Record of mechanics' liens to secure payment for service or material on building, showing date of recording, names of owner of building and lienor, description and location of building, and amount of lien. Indexed alph. by names of property owners. Hdw. 370 pp. 16 x 12 x 2. Bsmt. stg. rm.

Register of Legal Instruments

55. ENTRY BOOK, 1845--. 14 vols. (1-14).

Record of all instruments and documents filed for recording, showing date and kind of instrument, amount of fee, entry number, and page and volume of permanent record. Arr. chron. Hdw. 600 pp. 18 x 12 x 3. Recr. vt.

56. TRANSFER AND INHERITANCE TAX RECORD, 1915--. 1 vol.

Record of taxes charged against heirs in estate cases, showing title of estate; names of deceased and heirs; amount of tax; and location, description, and value of property. Indexed alph. by titles of estates. Typed. 290 pp. 16 x 11 x 1 $\frac{1}{2}$. Recr. vt.

For other inheritance tax records, see entries 102, 152, and 165.

57. REGISTER OF FARM NAMES, 1881-1913. 1 vol.

Record of names of farms officially recorded, showing date, names of owner and farm, and description and location of farm. Indexed alph. by names of farms. Hdw. 250 pp. 8 x 12 x 1 $\frac{1}{2}$. Recr. vt.

58. ENLISTMENT AND DISCHARGE RECORD, (Soldiers),
1918-19. 1 vol.

Record of World War veterans of county and their discharge from service, showing dates of enlistment and discharge; and name, rank, location, and division of service of veteran. Arr. alph. by names of soldiers. Hdw. 350 pp. 18 x 12 x 3. Recr. vt.

For other military records, see entries 34 and 59.

59. RECORD OF SOLDIERS' DISCHARGE AND COMMISSION, 1866-1901.
1 vol.

Record of discharges and commissions of soldiers, showing date of discharge; name, rank, oath of identity, commission, and description of soldier; and signatures of officials. Indexed alph. by names of soldiers. Hdw. 290 pp. 14 x 9 x 1. Recr. vt.

For other military records, see entries 34 and 58.

60. RECORD OF MARKS AND BRANDS, 1846-78. 1 vol.

Record of marks and brands for identification of live stock, showing name of stock owner, description of mark or brand, and date of recording. Arr. chron. Hdw. 200 pp. 14 x 8 x 2. Bsmt. stg. rm.

Fee and Cash Book

61. FEE AND CASH BOOK, 1894-- . 12 vols. (1-3, 1-9).

Title varies: Cash Book.

Record of fees collected for recording papers and documents, showing name of payer, kind of document, date and amount of fee, and total amount paid to treasurer. Arr. chron. Hdw. 350 pp. 18 x 12 x 2 $\frac{1}{2}$. Recr. vt.

Miscellaneous Records

62. MISCELLANEOUS RECORD, 1862-- . 29 vols. (1-29).

Transcripts of miscellaneous documents received for recording, showing date recorded, entry number, title and transcript of instrument, and names of principals involved. Arr. alph. by names of documents. Hdw. 500 pp. 18 x 12 x 2 $\frac{1}{2}$. Recr. vt.

V. CIRCUIT COURT

The circuit court was created by the Constitution of 1816, and re-created by the Constitution of 1851. (1) The judge of the circuit court is elected by the voters of the circuit and serves for a term of six years. (2) The State of Indiana, by mandate of the Constitution of 1816, (3) was at first divided into three circuits by the legislature, and since that time the number of circuits has been increased as the need arose until at present there are seventy-eight--only fourteen circuits embrace two counties. (4) The thirty-fifth circuit comprises Lagrange and Steuben Counties, (5) and the court is styled "Lagrange and Steuben Circuit Court". (6)

The court has original exclusive jurisdiction in law, equity, and criminal cases, actions for divorce, and settlement of decedents' estates and guardianships, except as concurrent jurisdiction has been conferred by law upon justices of the peace and the criminal and superior courts. It has such appellate jurisdiction as may be conferred by law. It has also jurisdiction in all other causes, matters, and proceedings, except where exclusive jurisdiction has been conferred upon some other court, board, or officer. (7)

In 1829 the legislature created a probate court which became effective in Lagrange and Steuben Counties upon its organization in 1837. This court had original and exclusive jurisdiction of all

probate matters in the county. The clerk of the circuit court acted as clerk for the probate court. (8)

By an act of 1852 the legislature abolished the probate court (9) and created a court of common pleas to serve Lagrange and Steuben Counties. The clerk of the circuit court acted as clerk of the court of common pleas. (10) The court of common pleas had original and exclusive jurisdiction of probate cases. (11)

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court; (12) and all the records of the common pleas court were transferred to the circuit court. (13)

The clerk of the circuit court is charged by statute with the duty of keeping and preserving the official records of the circuit court. (14)

All the records are located in the courthouse.

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|--|---|
| (1) Const., 1816, art. 5, secs. 1, 3, 7; Const., art. 7, sec. 1. | (7) Const., art. 7, sec. 8; Acts 1881 (Sp. Sess.); Burns 4-303. |
| (2) Const., art. 7, sec. 9; Burns 4-301. | (8) Acts 1828-29, pt. 2, ch. 26, secs. 1-3, 5, 8. |
| (3) Const. 1816, art. 5, sec. 3. | (9) 2 Rev. Stat. 1852, ch. 8, sec. 43. |
| (4) Burns 4-332; Burns, 1937 suppl., 4-332. | (10) Ibid., sec. 1, 3, 25. |
| (5) Acts 1911; Burns 4-332. | (11) Ibid., sec. 4. |
| (6) Acts 1881 (Sp. Sess.); Burns 4-302. | (12) Acts 1873, ch. 29, secs. 21, 79-80. |
| | (13) Ibid., sec. 81. |
| | (14) 2 Rev. Stat. 1852; Burns 49-2706. |

Circuit Court

Civil Causes

63. INDEX TO COURT FILES, (CIVIL), 1871-73. 1 vol.

Index to file boxes containing civil case documents, showing names of plaintiff and defendant, cause number, and number of file box.

Arr. by cause nos. Hdw. 300 pp. 18 x 12 x 2. Clk. vt.

64. (CIVIL CASES DETERMINED), 1876--. 198 file boxes.

Court papers and documents in civil causes, showing motions, affidavits, claims, and denials. Arr. by case nos. 5 x 10 x 14.

Clk. off.

65. RECEIVERSHIP RECORD, 1912--. 1 vol.

Record of receiverships and assignments, showing names of person or firm and of applicant for receiver, cause number, names of creditors, amount of claim, and amount allowed by court. Arr. chron. Hdw.

150 pp. 16 x 14 x 1½. Clk. vt.

Sanity Cases

66. INSANE RECORD, 1837--. 4 vols. (1-4).

Record of applications to commit persons to insane asylum, showing date; name of patient; statements of medical examiner, attendant, and witnesses; order of admission; superintendents' receipt; and sheriff's return. Indexed alph. by names of patients. Hdw. 250 pp.

18 x 12 x 2. Clk. vt.

67. INSANITY CASES, 1856--. 8 file boxes.

Legal documents pertaining to cases of insanity, showing date, name of patient, personal and family history of patient, order of commitment, acceptance, discharge, and order of return. Arr. chron. 5 x 10 x 14. Clk. off.

Naturalization Cases

68. DEPARTMENT OF NATURALIZATION, 1854-1929. 3 vols.

Record of applications for citizenship, showing date; and name, place of birth, nationality, and residence of applicant, Indexed alph. by names of applicants. Hdw. 300 pp. 18 x 12 x 2. Clk. vt.

Civil Proceedings

Entry (see also entries 92-95, 129)

69. ENTRY AND ISSUE DOCKET AND FEE BOOK, (Civil), 1913--.

26 vols. (14-39).

Record of all civil cases, issues, and fees, showing date, names of plaintiff and defendant, cause of action, proceedings of court, amount and kind of fees, and date of judgment. Indexed alph. by names of plaintiffs. Hdw. 350 pp. 18 x 12 x 3. Clk. vt.

For prior records, see entries 70 and 73.

70. ENTRY DOCKET, 1838-1912. 8 vols. (1-8).

Calendar of court cases. Contains: Entry Docket, Civil, entry 71; Entry Docket, Criminal, entry 92. Arr. chron. Hdw. 250 pp. 18 x 13 x 2. 3 vols., 1838-74, bsmt. stg. rm.; 5 vols., 1874-1912, Clk. vt.

For subsequent records, see entry 69.

71. ENTRY DOCKET, (Civil), 1838-1912. In Entry Dockets, Civil and Criminal, entry 70.

Record of civil cases entered for action, showing dates filed and set for trial, names of plaintiff and defendant, nature of action, and cause number.

72. ISSUE DOCKET, 1838-1912. 13 vols. (1-13).

Circuit court issues. Contains: Issue Docket, Civil, entry 73; Issue Docket, Criminal, entry 93. Indexed alph. by names of plaintiffs. Hdw. 400 pp. 18 x 12 x 2 $\frac{1}{2}$. Bsmt. stg. rm.

For subsequent records, see entry 69.

73. ISSUE DOCKET (Civil), 1838-1912. In Issue Docket, Civil and Criminal, entry 72.

Record of civil issues in circuit court, showing names of plaintiff, defendant, attorney, and witnesses; date filed; serial number; pleadings; cause of action; and court proceedings.

Trial (see also entries 96, 130)

74. COURT DOCKET, 1839--. 218 vols.

Calendar of entries and minutes. Contains: Court Docket, Civil

and Criminal, entry 75; Court Docket, Criminal, entry 95. Arr. chron. Hdw. 150 pp. 16 x 12 x 1 $\frac{1}{2}$. 64 vols., 1839-1911, bsmt. stg. rm.; 154 vols., 1911--, Clk. vt.

75. COURT DOCKET, (Civil), 1839--. In Court Docket, entry 74. Record of all cases entered in circuit court, showing date filed; cause number; names of plaintiff, defendant, and attorneys; nature of cause; and court proceedings.

76. ORDER BOOKS, 1837--. 54 vols. (1-54). Orders of court in Civil and Criminal cases. Contains: Order Book, (Civil), entry 77; Order Book, (Criminal), entry 96. Indexed alph. by names of defendants. Hdw. 400 pp. 18 x 15 x 4. 51 vols., 1837-1934, Clk. vt.; 3 vols., 1935--, Clk. off.

77. ORDER BOOK, (Civil), 1837--. In Order Book, Civil and Criminal, entry 76. Record of court orders from beginning to conclusion of case, showing date of order; names of plaintiff, defendant, witnesses, and attorneys; case and cause numbers; writs issued; and record of interlocutory, general, and final orders.

Disposition§ (see also entries 97-98, 131)

78. JUDGMENT DOCKET, 1842--. 14 vols. (A, and 1-13). Record of court decrees. Contains: Judgment Docket, Civil, entry 79; Judgment Docket, Criminal, entry 97. Indexed alpn. by names of plaintiffs. Hdw. 400 pp. 18 x 12 x 2 $\frac{1}{2}$. 4 vols., 1842-76, abstractor's bsmt. vt.; 10 vols., 1877--, Clk. vt.

79. JUDGMENT DOCKET (Civil), 1842--. In Judgment Docket, entry 78,

Record of judgments rendered in civil cases, showing date entered; names of plaintiff, defendant, witnesses, attorneys, and judgment debtor and creditor; amount of judgment; sheriff's return; and satisfaction.

80. COMPLETE RECORD, 1840-1920. 29 vols. (A, 1-22, and 6 vols. not numbered). Title varies: Final Record.

Final and complete record of civil and criminal cases. Contains: Complete Record, Civil, entry 81; Complete Record, Criminal, entry 98. Indexed alph. by names of defendants. Hdw. 400 pp. 18 x 12 x 3. 28 vols., 1840-1911, abstractor's bsmt vt.; 1 vol., 1912-20, Clk. vt.

For subsequent records, see entry 77.

81. COMPLETE RECORD, (Civil), 1840-1920. In Complete Record, Civil and Criminal, entry 80. Title varies: Final Record.

Complete history of civil cases, showing dates of filing, judgment and execution; names of plaintiff, defendant, witnesses, and attorneys; cause and case numbers; pleadings; issues; proceedings; motions; decrees; and final order.

Executions (see also entries 132-37)

82. PRECIPES FOR EXECUTIONS, 1860--. 5 vols.

Record of preceses issued to clerk for writs of summons, and subpenas, showing date of writ; names of witnesses, plaintiff, defendant, and judge; cause number; and returns made by process server. Arr. chron. Hdw. 200 pp. 13 x 12 x 1 $\frac{1}{2}$. 1 vol., 1860-1930, bant. stg. rm.; 4 vols., 1930--., Clk. off.

83. EXECUTION DOCKET, 1837--. 12 vols. (1-12).

Record of sheriffs' return on execution of court writ, showing cause number, date of issue, kind of writ, names of parties to action, decision of court, and costs. Indexed alph. by names of defendants. Hdw. 400 pp. 18 x 12 x 2 $\frac{1}{2}$. Clk. off.

84. LIS PENDENS RECORD, 1879--. 1 vol.

Record of notices that suit is entered affecting possession of property, showing date of notice; names of plaintiff, defendant, and attorneys; suit; and description and location of property involved. Indexed alph. by names of defendants. Hdw. 300 pp. 18 x 15 x 3. Clk. vt.

85. LIS PENDENS (Notices and Returns), 1879--. 1 vol.

Record of sheriffs' notices of attachment of property to satisfy judgment claims, showing date attached, description and location of property, names of plaintiff and defendant, and sheriff's signature. Indexed alph. by names of defendants. Hdw. 350 pp. 18 x 15 x 3. Clk. vt.

- 86. LIS PENDENS, SHERIFF'S CERTIFICATE ,(Of Sale), 1879--.

4 vols. (1-4).

Record of sheriff's certificates of sale, showing date, names of plaintiff and defendant, sheriff's report of sale, amount realized, amount of costs, and amounts of principal and interest. Indexed alph. by names of plaintiffs and defendants. Hdw. 200 pp. 18 x 15 x 2. Clk. vt.

87. REDEMPTION RECORD, 1879--. 1 vol.

Record of redemption of property sold by sheriff, showing date of redemption, names of plaintiff and defendant, amount of redemption, and signature of clerk. Indexed alph. by names of defendants. Hdw. 300 pp. 18 x 12 x 2. Clk. vt.

88. SUPPORT DOCKET, 1908--. 2 vols. (1-2).

Record of support money received and distributed by clerk, showing date of court order, cause number, names of payer and payee, amounts paid, and received, and date. Indexed alph. by names of plaintiffs. Hdw. 350 pp. 18 x 13 x 3. Clk. off.

Criminal Causes

89. SUBPOENAS, 1927--. 4 vols.

Record of subpoenas issued, demanding appearance of persons in court, showing appearance date; name and term of court; cause number; and names of plaintiff, defendant, and of person subpoenaed. Arr. chron. Hdw. 100 pp. 12 x 8 x 1. Clk. vt.

90. (CRIMINAL CASES), 1876--. 32 file boxes.

Papers and documents pertaining to criminal cases, showing date, name of defendant, nature of crime, date of hearing, decision of court, and amounts of fees and costs. Arr. chron. 5 x 11 x 13. Clk. off.

Indictments

91. INDICTMENT RECORD, 1869--. 6 vols. (1-6).

Record of grand jury indictments, showing names of defendant and prosecutor, date of filing, true bill, cause and charge of indictment, and clerk's signature. Indexed alph. by names of defendants. 1869-1928, haw.; 1929--, typed. 350 pp. 18 x 12 x 2 $\frac{1}{2}$. Clk. vt.

Criminal Proceedings

Entry (see also entries 69-73)

92. ENTRY DOCKET, CRIMINAL, 1838-1912. In Entry Dockets, Civil and Criminal, entry 90.

Record of criminal cases entered for court action, showing dates filed and set for trial, names of plaintiff and defendant, cause of action, and cause number.

93. ISSUE DOCKET (Criminal), 1838-1912. In Issue Dockets, Civil and Criminal, entry 72.

Record of criminal issues in circuit court, showing date filed; cause number; names of plaintiff, defendant, attorneys, and witnesses; cause of action; pleadings; and court proceedings.

94. ENTRY AND ISSUE DOCKET AND FEE BOOK, (Criminal), 1925--.
7 vols. (1-7).

Record of criminal cases entered and tried, showing date, names of plaintiff and defendant, nature of complaint, proceedings in court, fees, and name of payer. Indexed alph. by names of defendants.

Hdw. 225 pp. 18 x 12 x 2. 4 vols., 1925-33, abstractor's vt.;
3 vols., 1933--, Clk. vt.

95. COURT DOCKET (Criminal), 1901--. 36 vols. In Court
Docket, entry 74.

Record of criminal cases entered in circuit court, showing dates filed and set for trial; names of plaintiff, defendant, witnesses, and attorneys; and court proceedings. Arr. chron. Hdw. 100 pp.
16 x 12 x 3/4. Clk. vt.

Trial (see also entries 74-77)

96. ORDER BOOK (Criminal), 1837--. In Order Book, Civil
and Criminal, entry 76.

Record of court orders from beginning to conclusion of case, showing date of order; names of plaintiff, defendant, witnesses, and attorneys; case and cause numbers; writ issued; and records of interlocutory, general, and final orders.

Disposition (see also entries 78-81, 131)

97. JUDGMENT DOCKET (Criminal), 1842--. In Judgment Docket
Civil and Criminal, entry 78.

Record of judgments in criminal cases rendered in circuit court,

showing date entered; names of plaintiff, defendant, witnesses, attorneys, and judgment debtor and creditor; decision judgment; sheriff's return; and satisfaction.

98. COMPLETE RECORD, (Criminal), 1840-1921. In Complete Record, Civil and Criminal, entry 80.

Complete history of criminal cases, showing dates of filing, judgment, and execution; names of plaintiff, defendant, witnesses, and attorneys; cause and case numbers; pleadings; issues; proceedings; motions; decrees; and final order.

Probate Causes

The probate court of Steuben County was established in 1830, under a law of 1929, which placed probate matters in a separate court, consisting of one judge, elected by the voters of the county for a term of seven years. It had original and exclusive jurisdiction in matters relating to probate of wills; granting letters of administration; settlement of decedent's estates; appointment of guardians for minors and persons of unsound mind; and approval of bonds of guardians, administrators, and executors. (1)

The clerk of the circuit court acted as clerk of the probate court and was required to keep the records of the probate court separate from those of the circuit court. (2)

By an act of 1852 the legislature abolished the probate court (3)

and created a court of common pleas for Steuben County. The clerk of the circuit court acted as clerk of the court of common pleas. (4) The court of common pleas had original and exclusive jurisdiction of probate causes. (5)

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court, (6) and all the records of the court of common pleas were transferred to the circuit court. (7)

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- (1) Acts 1828-29, pt. 2,
ch. 26, secs. 1-2, 5, 8.
(2) Ibid. sec. 3.
(3) 2 Rev. Stat. 1852, ch. 8,
sec. 43.

- (4) Ibid., secs. 1, 3, 25.
(5) Ibid., sec. 4.
(6) Acts 1873, ch. 29, secs. 21,
79-80.
(7) Ibid., sec. 81.

Estate Cases

99. (ESTATES), 1840--. 58 file boxes.

Documents and papers pertaining to property of estates; showing title of estate; names of executors, administrators, and guardians; bonds; and inventories. Arr. chron. 5 x 11. x 13. Clk. off.

100. WILL RECORD, 1845--. 6 vols. (1-6).

Record of last wills and testaments filed in court, showing title of estate, name of administrator or executor, and provisions of will in transcript. Indexed alph. by titles of estates. Hdw. 300 pp. 13 x 15 x 3. Clk. vt.

101. (WILLS), 1847--. 18 file boxes.

Original wills and testaments filed after decease of testator, showing name of testator, and heirs, and description and division of property. Arr. chron. 5 x 10 x 14. Clk. off.

102. INHERITANCE AND TRANSFER TAX RECORD, 1913--. 1 vol.

Record of value of estates filed for purpose of fixing inheritance and transfer tax, showing title of estate, names of heirs, date of report, exemptions, net value of estate, and rate, and amount of taxes. Indexed alph. by titles of estates. Hdw. 300 pp.

18 x 12 x 2. Clk. off.

For other inheritance tax records, see entries 56, 152, 165.

103. RECORD OF EXECUTOR'S BONDS AND OATHS, 1868--. 3 vols.

(1-3).

Record of bonds posted, and oath given by executors of estates, showing names of executor, and sureties; date, conditions, and amount of bond, and signatures of executor and bondsman. Indexed alph. by names of executors. Hdw. 300 pp. 18 x 15 x 3. 2 vols., 1868-1920, bsmt. stg. rm.; 1 vol., 1921--., Clk. vt.

104. ADMINISTRATOR'S BONDS, OATHS, AND LETTERS, 1839--.

5 vols. (A, and 1-4).

Record of bonds, oaths, and letters of administrators of estates, showing title of estate, names of administrator and sureties, application to court for appointment, and conditions and amount of bond. Indexed alph. by names of administrators. Hdw. 300 pp. 18 x 13 x 2. 1 vol., bsmt. stg. rm.; 4 vols., Clk. vt.

105. RECORD OF BONDS OF ADMINISTRATOR TO SELL REAL ESTATE,

1868--. 2 vols. (1-2).

Record of additional bonds posted to sell real estate, showing date, name of administrator and sureties, title of estate, amount and conditions of bond, and signatures of principals. Indexed alph. by names of administrators. Hdw. 300 pp. 18 x 15 x 3. 1 vol., 1868-1900, bsmt. stg. rm.; 1 vol., 1901--, Clk. stg. rm.

106. RECORD OF ADMINISTRATOR'S AND EXECUTOR'S REPORTS,

1871--. 12 vols. (1-12).

Record of final reports preliminary to closing of estates, showing title of estate, itemized inventory of estate, receipts and disbursements, distribution of estate among heirs, and signature of executor or administrator. Indexed alph. by names of administrators or executors. 1871-1907, ndw.; 1907--, typed. 400 pp. 18 x 15 x 4. Clk. vt.

107. RECORD OF INVENTORY, 1853--. 10 vols. (1-9, and 1

vol. not numbered).

Inventory list of real and personal property, showing names of administrator and creditor, title and appraised value of estate, amount of debts, and net value. Indexed alph. by names of estates. 1853-1907, ndw.; 1908--, typed. 400 pp. 18 x 12 x 3. Clk. vt.

108. PARTITION RECORD, 1887-1917. 6 vols. (4-9).

Record of petitions for the division of real estate among heirs, showing title of estate, names of heirs, value of real estate, and proportionate share allotted to each heir. Arr. alph. by names of

estates. Hdw. 400 pp. 18 x 12 x 3. Clk. off.

For subsequent records, see entry 77.

109. SALE BILL RECORD, 1864--. 3 vols. (1-3).

Record of sale of decedents' personal property preparatory to settling of estate, showing list of articles sold, amount realized at sale, terms of sale, and names of purchaser and of person in charge of estate. Indexed alph. by names of estates. Hdw. 300 pp. 18 x 13 x 2. Clk. vt.

Guardianship Cases

110. GUARDIANSHIP PAPERS, 1864--. 28 file boxes.

Papers and documents connected with guardianship cases, showing title of guardianship, guardians' bond and oath, date of appointment, report of moneys received and expended, and balance. Arr. chron. 5 x 11 x 16. Clk. off.

111. RECORD OF GUARDIANS' BONDS, 1839--. 4 vols. (1-4).

Record of bonds filed by guardians, showing date; names of guardian and sureties; amount and condition of bond; and signatures of guardian and sureties. Indexed alph. by names of guardians. Hdw. 300 pp. 18 x 15 x 3. 3 vols., 1839-1926, bsmt. stg. rm.; 1 vol., 1927--, Clk. vt.

112. RECORD OF GUARDIANS' BONDS TO SELL REAL ESTATE, 1922--.

1 vol.

Record of additional bonds posted by guardian to sell real estate, showing names of guardian and wards, amount and conditions of bond,

affidavits of guardian and sureties, and approval of court.

Indexed alph. by names of guardians. Hdw. 300 pp. 18 x 13 x 2.

Clk. vt.

113. RECORD OF GUARDIAN'S REPORTS, 1843--. 13 vols. (A, and 1-12).

Record of guardians' final reports to court, showing date, names of guardian and wards, itemized list of all receipts and disbursements, disposition of balance, and signature of guardian. Indexed alph. by names of guardians. Hdw. 300 pp. 18 x 15 x 3. Clk. vt.

Probate Proceedings

114. ESTATE ENTRY, CLAIM, AND ALLOWANCE DOCKET, 1893--.

9 vols. (3-11). Title varies: General Entry, Claim, and Allowance Docket,

Record of all estate cases handled by court, showing names of deceased, heirs, and executor or administrator; amount of bond; inventory and appraisement of property; court proceedings; receipts and disbursements; and court costs and fees. Indexed alph. by names of estates. Hdw. 300 pp. 18 x 13 x 2½. Clk. vt.

For prior records, see entry 115.

115. ALLOWANCE DOCKET, 1837-92. 2 vols. (1-2).

Record of claims against estates allowed by court, showing names of estates, executor, and claimant; amount and nature of claim; date of allowance; and amount allowed. Indexed alph. by names of estates. Hdw. 300 pp. 18 x 13 x 2. Clk. vt.

For subsequent records, see entry 114.

116. GUARDIANSHIP DOCKET AND FEE BOOK, 1884--. 3 vols.

(1-3).

Docket of guardianship cases filed, showing cause number, date, names of wards and guardian, amount of bond, appraised value of ward's property, guardian's bond, proceedings in court, and fees and costs. Indexed alph. by names of guardians. Hdw. 290 pp. 18 x 13 x 3. Clk. vt.

117. APPEARANCE DOCKET, 1853-92. 3 vols. (A, and 1-2).

Record of persons who have filed claims disposed by executors against estates, showing title of estate, names of claimant and executor, accounting of money received or on hand in estate, and amount of claim. Indexed alph. by names of estate. Hdw. 250 pp. 18 x 13 x 3. Clk. vt.

For subsequent records, see entry 114.

118. ORDER BOOK, (Probate), 1837--. 28 vols. (1-28).

Record of orders issued in court in guardian and estate cases, showing term of court, title of cause, court proceedings, appraisement for inheritance tax, approval of receipts and disbursements, and amount of fees. Indexed alph. by names of estates. 1836-1909, hdw.; 1909--, typed. 325 pp. 18 x 12 x 3. 19 vols., 1836-1904, abstractor's vt.; 9 vols., 1904--, Clk. vt.

Juvenile Causes

119. (JUVENILE CASES)', 1884--. 19 file boxes.

Papers in juvenile causes, showing date entered, names of plaintiff

and defendant, kind of action, affidavit of complainant, date of hearing, and disposition of cause. Arr. chron. 5 x 11 x 13. Clk. off.

Proceedings in Juvenile Causes

120. JUVENILE DOCKET, 1921--. 1 vol.

Record of all juvenile causes, showing date of action; names of minor, parents or guardian, and attorneys; date of hearing; and findings of court. Indexed alph. by names of guardians. Hdw. 200 pp. 16 x 12 x 2. Clk. vt.

Miscellaneous Court Records

Bonds

121. RECOGNIZANCE BOND RECORD, 1882--. 4 vols. (1-4).

Record of bonds posted by defendants to insure their appearance in court, showing date, name of defendant, nature of charge, date of appearance, and signature of sheriff. Indexed alph. by names of defendants. Hdw. 300 pp. 18 x 12 x 2 $\frac{1}{2}$. 1 vol., 1882-1900, Clk. off.; 3 vols., 1900--., Shf. off., jail.

122. RECOGNIZANCE BOND, 1904--. 16 file boxes.

Original bonds filed by defendants to insure their appearance for trial, showing date, names of prisoner and sureties, amount of bond, date of appearance, and assets of sureties. Arr. chron. 5 x 10 x 14. Clk. off.

Change of Venue

123. CHANGE OF VENUE, 1896--. 1 vol.

Record of costs in cases venued to or from other courts, showing date, foreign and local courts of jurisdiction, names of plaintiff and defendant; cause of action, and costs. Indexed alph. by names of plaintiffs and defendants. Hdw. 300 pp. 14 x 12 x 2. Clk. vt.

Fee and Cash Records

124. RECORD OF FINES, FEES, AND FORFEITURES, 1910--. 1 vol.

Record of fines, fees, and forfeitures paid to treasurer, showing date; amount of fines, fees, and forfeitures; name of payer; and title of cause. Indexed alph. by names of payers. Hdw. 150 pp. 16 x 12 x 1. Clk. vt.

125. FEE BOOK, (Civil), 1838-1912. 14 vols. (1-14).

Record of fees collected by clerk in civil causes, showing date; names of plaintiff, defendant, and payer; cause number; and amount. Arr. alph. by names of plaintiffs. Hdw. 300 pp. 18 x 12 x 2 $\frac{1}{2}$. 12 vols., 1838-1909, bsmt. stg. rm.; 2 vols., 1909-12, Clk. vt.

For subsequent records, see entry 69.

126. FEE BOOK, CRIMINAL, 1889-1925. 4 vols. (1-4).

Record of fees collected in criminal cases, showing date, title of case, amount of fees, name of fee creditor, total costs, and total amount paid. Arr. alph. by names of defendants. Hdw. 350 pp. 18 x 12 x 2 $\frac{1}{2}$. Bsmt. stg. rm.

For subsequent records, see entry 69.

127. REGISTER OF DOCKET FEES, 1881-1915. 1 vol.

Record of all fees collected by clerk, showing dates received and disbursed, title of causes, names of payer and payee, amounts of receipts and disbursements, and type of fees. Arr. chron.

Hdw. 400 pp. 18 x 12 x 3. Clk. vt.

For subsequent records, see entries 124-25.

128. PROBATE FEE BOOK, 1837-1928. 7 vols. (1-7).

Itemized record of fees charged in probate cases, showing names of plaintiff and defendant, type of fee, amounts of fees and costs, and total receipts. Arr. chron. Hdw. 300 pp. 18 x 15 x 3. Clk. vt.

For subsequent records, see entry 114.

Common Pleas Causes

The court of common pleas, consisting of one judge elected for a term of four years, (1) was established by an act of 1852, effective in Steuben County in 1853. (2)

The court had jurisdiction in matters relating to probate of wills and to appointment of guardians for persons of unsound mind and other disabilities; in matters relating to executors and administrators; (3) in civil matters ranging from fifty to one thousand dollars, except in cases of slander, libel, breach of marriage contract, action on an official bond, and where the title of real estate was in issue; (4) in civil matters exceeding one thousand dollars relating to judgments confessed by consent of both

parties or in an agreed case; (5) and criminal jurisdiction in cases not amounting to felony, except those over which justices of the peace had jurisdiction, (6) and in felony cases not punishable by death providing that the accused voluntarily agreed to trial and in any criminal case on change of venue from the circuit court. (7)

The clerk of the circuit court acted as clerk of the court of common pleas (8) and was required to keep the records of the court of common pleas separate from the records of the circuit court. (9)

In 1873, the legislature abolished the court of common pleas and transferred its jurisdiction to the circuit court, (10) and all the records of the court of common pleas were transferred to the circuit court. (11)

All the records are located in the courthouse, and are, with other court records, in the custody of the clerk of the circuit court.

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- (1) 2 Rev. Stat. 1852,
pt. 1, ch. 8, sec. 1.
 - (2) Ibid., sec. 3.
 - (3) Ibid., sec. 4.
 - (4) Ibid., sec. 11.
 - (5) Ibid., sec. 12.
 - (6) Ibid., sec. 14.

- (7) Ibid., sec. 17.
- (8) Ibid., sec. 25.
- (9) Ibid., sec. 26.
- (10) Acts 1873, ch. 29,
secs. 79-80.
- (11) Ibid., sec. 81.

Court Proceedings (see also entries 69-81, 92-98)

129. COURT DOCKET, 1854-1882. 6 vols.

Record of common pleas court proceedings, showing dates of filing and hearing of case, names of plaintiff and defendant, cause number, proceedings before court, and final disposition of cause. Indexed alpn. by names of plaintiffs and defendants. Hdw. 250 pp. 14 x 12 x 2. Bsmt. stg. rm.

130. ORDER BOOK, 1853-73. 5 vols.

Record of estate cases, showing date, name of estate, complete account of case, court term, court proceedings, and final disposition of case. Indexed alpn. by names of estates. Hdw. 275 pp. 18 x 12 x 2. Clk. off.

131. JUDGMENT DOCKET, 1854-79. 2 vols. (A-B).

Record of judgments rendered, showing names of plaintiff, defendant, and of judgment debtor; amounts of judgment and costs; date; volume and page of order book; and date of satisfaction. Indexed alpn. by names of defendants. Hdw. 300 pp. 18 x 13 x 2. Bsmt. stg. rm.

Executions (see also entries 82-88, 133-37)

132. EXECUTION DOCKET, 1854-78. 2 vols. (1-2).

Record of executions on orders of court, showing date of issue; kind of writ; names of plaintiff, defendant, and of judgment debtor; amount of judgment plus interest and costs; name of officer executing judgment; and return date. Arr. alpn. by names of plaintiffs. Hdw. 350 pp. 18 x 13 x 2 $\frac{1}{2}$. Bsmt. stg. rm.

VI. SHERIFF

The sheriff is a constitutional officer elected for a term of two years. He must give a bond to insure the faithful performance of duty, and is required to take the usual oath of office. (1) No person is eligible to hold the office of sheriff for more than four years in any period of six years. (2) Prior to the Constitution of 1851, the office of sheriff functioned by virtue of the Constitution of 1816. (3) The inception date of this office in Steuben County is 1837, the organization date of the county.

The sheriff is the conservator of peace within Steuben County. He is required to arrest without process all persons, who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest; to suppress all breaches of the peace, with authority to call to his aid the power of the county; to pursue and commit to jail all felons; to maintain and preserve order in the courts of the county except justice of the peace courts. He also maintains the jail and takes care of the prisoners confined in it. (4) It is his duty to protect persons in danger of possible lynchings. (5) He makes arrests of all persons on warrants issued upon indictments and affidavits, and commits them to jail, and also serves summons in cases of misdemeanor. (6)

As a court officer of Steuben County he is required to make service of all process. (7) He sells mortgaged property on foreclosure proceedings; (8) executes deeds to real estate sold on

executions; (9) conveys persons committed to state charitable, correctional, or penal institutions; (10) and attends sessions and executes the orders of the county council (11) and the board of commissioners. (12)

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| (1) Const., art. 6, sec. 2; 2 Rev. Stat. 1852; Acts 1937; Burns, 1937 suppl., 49-2801. | (7) 2 Rev. Stat. 1852; Burns 49-2803. |
| (2) Const., art. 6, sec. 2. | (8) Acts 1881 (Spc. Sess.); Burns 3-1819. |
| (3) Const. 1816, art. 4, sec. 25. | (9) Acts 1881 (Spc. Sess.); Burns 2-4101. |
| (4) 2 Rev. Stat. 1852; Burns 49-2802. | (10) Acts 1905; Burns 9-2232. |
| (5) Acts 1905; Burns 10-3310. | (11) Acts 1899; Burns 26-510. |
| (6) Acts 1905, 1937; Burns, 1937 suppl., 9-1001. | (12) 1 Rev. Stat. 1852; Burns 26-611. |

Executions and Reports
(See also entries 82-88, 132)

133. SHERIFF'S EXECUTION DOCKET, 1892--. 4 vols. (1-4).

Record of court orders executed by sheriff, showing date of issue, names of plaintiff and defendant, nature of suit, and dates received, served, and returned. Indexed alph. by names of plaintiffs and defendants. Hdw. 300 pp. 18 x 13 x 2 $\frac{1}{2}$. C.C., 2 vols., 1892-1910, bsmt. stg. rm.; 2 vols., 1910--, jail, Shf. off.

134. SHERIFF'S DOCKET OF SUBPOENAS, 1891--. 2 vols. (1-2).

Record of subpoenas issued by court to be served by sheriff, showing date, case number, term of court, title of cause, sheriff's return, and name of person served. Arr. chron. Hdw. 350 pp. 16 x 12 x 2. Jail, Shf. off.

135. SHERIFF'S DOCKET (Civil), 1849--. 14 vols. (1-14).

Record of court writs issued to and served by sheriff, showing case number, date, names of plaintiff and defendant, kind of writ, date served, amount of fee, date of payment, amount of costs, and names of witnesses. Indexed alph. by names of plaintiffs. Hdw. 400 pp. 18 x 12 x 2 $\frac{1}{2}$. C.C., 10 vols., 1849-1903, bsmt. stg. rm.; jail, 4 vols., 1903--, Shf. off.

136. SHERIFF'S DOCKET (Common Pleas), 1853-82. 1 vol.

Record of common pleas court writs issued to and served by sheriff, showing case number; names of plaintiff, defendant, and witnesses; date served; amounts of fees and costs; and date of payment. Indexed alph. by names of plaintiffs. Hdw. 500 pp. 16 x 12 x 3. Bsmt. stg. rm.

137. JURY SUMMONS, 1934--. 1 file box.

Lists of persons summoned for jury service, showing date issued, names and addresses of persons served, jurors selected, term of court, time served, amount paid each juror, total, and sheriff's mileage allowed. Arr. chron. 10 x 5 x 3. Jail, Shf. off.

138. SHERIFF'S CERTIFICATE OF SALE, 1891--. 7 file boxes.

Sheriff's certificates of sale for property sold in execution of judgments, showing date of sale; names of plaintiff and defendant; amounts of judgment, interest, costs, and sale; and location and description of property. Arr. chron. 15 x 11 x 13. Jail, Shf. off.

For sheriff's deed record, see entry 42.

139. COMMITMENT PAPERS, 1879--. 5 file boxes.

Court orders for commitments, showing date of order, name of defendant, reason for and term of commitment, and signature of judge.

Arr. chron. 5 x 11 x 13. Jail, Shf. off.

140. JAIL REGISTER, 1916--. 1 vol.

Record of commitments and releases of prisoners to and from jail, showing name, address, age, color, sex, and birthplace of prisoner; reason for and period of confinement; amount of bail; and date discharged. Arr. chron. Hdw. 300 pp. 18 x 15 x 3. Jail, Shf. off.

141. SHERIFF'S MILEAGE RECORD, 1927--. 1 vol.

Record of mileage covered by sheriff in serving writs, showing date, name of party served, number of writ, mileage, and amount of fee. Arr. chron. Hdw. 350 pp. 14 x 9 x 1 3/4. Jail, Shf. off.

142. RECORD OF SALES OF FIREARMS, 1935--. 1 file box.

Reports of dealers to sheriff of sale of firearms, showing date of sale; name and location of dealer; name, address, occupation, and birthplace of purchaser; description and number of weapon; and signatures of dealer and purchaser. Arr. chron. 10 x 5 x 13. Jail, Shf. off.

143. POULTRY DEALERS' RECORD AND REPORT TO SHERIFF, 1935--.

2 file boxes.

Record of poultry dealers, and their monthly reports to sheriff, showing name and business address of dealer; number, breed, and identification marks of fowls purchased; and signatures of seller and dealer. Arr. chron. 12 x 5 x 14. Jail, Shf. off.

144. RECORD OF AUTO ACCIDENTS, 1934--. 1 file box.

Reports of automobile accidents in county, showing date of report; names of driver and occupants; make, description, and license number of car involved; and location and detailed report of accident. Arr. chron. 10 x 5 x 13. Jail, Shf. off.

145. RECORD OF APPLICATIONS TO SELL FIREARMS, 1935--.

1 vol.

Record of dealers' applications for permits to sell firearms, showing date of application, name and address of applicant, location of business, and date of permit. Arr. chron. Hdw. 100 pp. 14 x 9 x $\frac{1}{2}$. Jail, Shf. off.

Fee and Cash Records

146. SHERIFF'S REGISTER OF FEES, 1883--. 5 vols. (1-5).

Record of sheriff's fees collected in civil cases, showing case number; title of cause; names of plaintiff and defendant; dates of writ, service, and return; amounts paid for mileage, docketing, and other services; total amount of fees; and date paid. Arr. chron. Hdw. 250 pp. 18 x 15 x 3. 4 vols., 1883-1934; C.C., bsmt. stg. rm.; 1 vol., 1935--, jail, Shf. off.

147. SHERIFF'S FOREIGN FEE DOCKET, 1891--. 1 vol.

Record of foreign writs received by sheriff for service, and fees collected, showing dates of receipt and service; kind of writ; name of person served; names of plaintiff, defendant, and county; and amount of fees. Indexed alph. by names of payers. Hdw. 350 pp. 18 x 12 x 3. Jail, Shf. off.

148. SHERIFF'S CASH BOOK, 1915--. 1 vol.

Record of receipts and disbursements, showing cause number; names of payee, payer, and court; nature of service; book and page number; total amounts received and disbursed; and balance. Arr. chron. Hdw. 350 pp. 18 x 12 x 3. Jail, Shf. off.

149. SHERIFF REGISTER OF ALLOWANCES, 1901--. 2 vols. (1-2).

Record of allowances for jury services, showing names of jurors, nature of allowance, mileage, period of service, and date of payment. Arr. chron. Hdw. 300 pp. 18 x 12 x 2. 1 vol., 1901-15, C.C., 7, bsmt. stg. rm.; 1 vol., 1915--, jail, Shf. off.

VII. CORONER

The coroner is a constitutional officer elected for two years without restriction on reelection. (1) He is required to post bond not exceeding five thousand dollars nor less than one thousand dollars. (2) The office was created before 1851 by virtue of the Constitution of 1816. (3) The inception date of this office in Steuben County is 1837, the organization date of the county.

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature, and to determine the cause and manner of death. (4) He holds inquests without a jury, (5) and may subpoena witnesses and employ a physician to make a post-mortem examination, (6) draws up his verdict, (7) and files it with a report, giving a minute description of the deceased and valuables found upon him, with the clerk of the circuit court. (8) He is a peace officer with the same powers as the sheriff, (9) and acts as sheriff in event of absence, vacancy, personal interest, or incapacity of that officer, (10) and serves warrants on the sheriff if necessary. (11)

The records are located in the clerk's office in the courthouse.

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| (1) Const. 1851, art. 6, sec. 2. | (7) 2 Rev. Stat. 1852; Acts |
| (2) 2 Rev. Stat. 1852; Acts | 1879 (Spec. Sess.); Burns |
| 1933; Burns 49-2901. | 49-2908. |
| (3) Const. 1816, art. 4, sec. 25. | (8) Ibid.; Burns 49-2909. |
| (4) 2 Rev. Stat. 1852; Acts 1871, | (9) 2 Rev. Stat. 1852; Acts |
| 1879 (Spec. Sess.); Acts 1935; | 1933; Burns 49-2901. |
| Burns, 1937 suppl., 49-2904. | (10) 2 Rev. Stat. 1852; Burns |
| (5) Acts 1879 (Spec. Sess.); Burns | 49-2902. |
| 49-2905. | (11) 2 Rev. Stat. 1852; Burns |
| (6) 2 Rev. Stat. 1852; Burns | 49-2903. |
| 49-2906. | |

150. CORONER'S INQUEST, 1840-- . 40 file boxes.

Reports of inquests held, showing dates of death and inquest; name, sex, height, color, and personal description of deceased; cause of death; and amount of coroner's, constable's and sheriff's fees. Arr. chron. 5 x 11 x 13. Clk. off.

VIII. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, (1) elected in each judicial circuit for a term of two years. (2) He is required to post bond to be approved by the judge of the circuit court and filed with the clerk. (3)

Prior to the Constitution of 1851, the office of prosecutor existed by virtue of an act of 1831. A circuit prosecutor was chosen by a joint ballot of the senate and house of representatives. (4) The inception date of this office in Steuben County is 1837, the organization date of the county.

It is the duty of the prosecuting attorney to inquire into the commission of any felony or misdemeanor received on information. (5) He appears before the grand jury to furnish information relative to matters cognizable by it or upon any legal matter, and signs all indictments found, but is excluded from its deliberations. (6) He conducts all prosecutions for felonies and misdemeanors in Steuben County, all suits on forfeited recognizances, resists applications for changing names, protects interests of all persons of unsound mind, and superintends on behalf of the county or any of its trust funds, all suits in which the same may be interested or involved. (7) He is also required to resist undefended actions for divorce. (8)

The prosecuting attorney may take acknowledgments to deeds or other instruments in writing, administer oaths, protest notes and checks, take depositions of witnesses, and perform any duty now conferred on a notary public. (9)

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| (1) Const., art. 7, sec. 11. | (6) Acts 1905; Burns 9-626. |
| (2) 2 Rev. Stat. 1852; Burns 49-2501. | (7) 2 Rev. Stat. 1852; Burns 49-2504. |
| (3) Ibid.; Burns 49-2502. | (8) Acts 1873; Burns 3-1212. |
| (4) Rev. Laws 1851, ch. 10, sec. 1. | (9) Acts 1919; Burns 49-2507. |
| (5) 2 Rev. Stat. 1852; Burns 49-2503. | |

No records could be found.

IX. ASSESSOR

The office of assessor was created by an act of 1891. (1) This officer is elected for a four-year term, there being no prohibition against successive terms. He must be a continuous resident freeholder of Steuben County for not less than four years prior to the date of his election, and post a five thousand dollar bond, with two or more good freehold sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. (2)

The office of assessor existed in Steuben County from 1841 to 1853 by virtue of an act of the legislature. (3)

The duties of the assessor are: To examine carefully the tax duplicates, to instruct and advise the township assessors, to review their returns, to assess omitted real and personal property, to report to the state board any delinquencies of township assessors, to examine public records, (4) to set a value upon intangibles for taxation, (5) and to appraise estates for inheritance taxes. (6) He is ex-officio member and president of the Steuben County board of review. (7)

All the records are located in the courthouse.

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| (1) Acts 1891, ch. 99, sec. 112. | (6) Acts 1919, 1921; Burns 64-1101; |
| (2) Acts 1919, 1921; Burns 64-1101. | Acts 1931, 1933; Burns 6-2408. |
| (3) Acts 1841, ch. 3, sec. 1. | (7) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201. |
| (4) Acts 1919; Burns 64-1102. | |
| (5) Acts 1933, 1935; Burns, 1937 suppl., 64-905. | |

151. APPOINTMENT OF DEPUTY ASSESSORS, 1910--. 2 file boxes.

Record of appointments of deputy assessors, showing date, name, address and official oath of appointee, territory assigned, and approval and signature of auditor. Arr. chron. 5 x 11 x 13. Aud. vt.

152. INHERITANCE TAX APPRAISALS, 1929--. 10 file boxes.

Appraisal schedules of estates of deceased persons, including affidavits of appraiser, executor, and trustee for inheritance tax purposes, and report to circuit court; showing name of deceased; description of property; last assessed valuation and present market value; value of chattel; statement of debts and expenses paid; total net value of estate; and date of court's acceptance of report. Arr. chron. 6 x 11 x 13. Aud. off.

For other inheritance tax records, see entries 56, 102, 165.

X. BOARD OF REVIEW

By virtue of an act of 1919, Steuben County has a board of review for the annual review of assessments and the equalization of the valuation of real and personal property. The board is composed of the assessor, treasurer, and auditor, ex officio, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary of the board. (1)

Prior to 1891 the duty of equalizing tax assessments was performed by a board of equalization consisting of the commissioners with the addition of other members--in 1841 the auditor and the appraiser; (2) in 1881, four freeholders appointed by the circuit judge. (3) The law of 1891 superseded the latter act and created the board of review, composed of the treasurer, assessor, and auditor. (4) The act of 1919 reestablished the board, adding the two freeholder appointments to its membership. (5)

The board of review holds an annual meeting in June of each year. A majority constitutes a quorum for the transaction of business and may decide any question. (6) At its meetings the auditor submits for examination the assessment list of the county returned by the township assessors, and the county assessor reports all corrections and changes which in his judgment ought to be made, upon which the board acts but it may take further action upon its own motion. (7)

It is the duty of the board to inquire as to the valuation of property in the townships or any taxing unit, to make such changes as may be necessary, and to determine the amount to be added or deducted, in order to make an equitable equalization of valuation throughout the county. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township or taxing unit therein, and order a new assessment. (8)

The board also adjusts inequalities in the valuation of particular tracts or lots, corrects errors in the description and assessment of property, and passes upon each valuation in the township assessors' lists upon cause being shown or on its own motion. It hears complaints of owners of personal property. It makes a general review of assessment lists to discover omitted property and determines its assessment. (9) It assesses the capital stock and franchises of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. (10)

The auditor, as secretary, is required to keep full and accurate minutes of the proceedings of the board. The changes made by the board are entered in a separate column in the assessment lists. (11)

All the records are located in the courthouse.

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| (1) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201. | (3) Acts 1881, ch. 96, sec. 129. (4) Acts 1891, ch. 95, sec. 114. |
| (2) Acts 1841, ch. 1, sec. 13; 1 Rev. Stat. 1852, ch. 6, sec. 58. | (5) Acts 1919, 1920, (Spec. Sess.); Burns 64-1201. |

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| (6) Acts 1919, 1920 (Spc. Sess.); Burns 64-1201. | (9) Ibid. |
| (7) Ibid. | (10) Acts 1919; Burns 64-724. |
| (8) Acts 1919; Burns 64-1205. | (11) Acts 1919, 1920 (Spc. Sess.); Burns 64-1201. |

153; RECORD OF COUNTY BOARD OF REVIEW, 1391--. 1 vol.

Minutes of meetings of board. of review, showing date of meeting, property valuation reviewed; description, assessed, and adjusted valuation of property; names and addresses of owners; and signatures of board members. Arr. chron. Hdw. 300 pp. 16 x 12 x 2. Aud. vt.

XI. BOARD OF TAX ADJUSTMENT

The board of tax adjustment of Steuben County was established by the legislature in 1932 and consists of seven members.

By the act of 1933 the members of the board were one member of the county council, selected by the council, and six members appointed by the judge of the circuit court, with specific qualifications: One township trustee, one mayor of a city or president of the board of trustees of an incorporated town in the county, one member of a school board of a school municipality in the county, and three resident freeholders of the county. (1) By an act of 1937 the qualifications of the membership of the board were changed. One is a member of the county council, chosen by the council; one member is the mayor of the largest city in the county or any public official of any city in the county appointed by the said mayor of the largest city in the county; one member is a member of the county board of education selected by such board; and four freeholders of the county appointed by the judge of the circuit court. No more than four members of such adjustment board can be members of the same political party. The members serve without compensation and the appointments are made annually. The auditor acts as clerk of the board and keeps a complete record of all its proceedings, but has no vote. (2)

The auditor lays before the board at its meeting in September each year, the budgets adopted and the tax levies and rates fixed by the proper authorities of each municipal corporation for the ensuing year. (3)

It is the duty of the board to examine, and if it deems necessary, to revise, to change, or to reduce, but not to increase, any tax levy and any corresponding items of the budget on which the tax levies are based, and to apportion the total of all the levies so that the total levy on property within any municipal corporation for which the property therein is taxable, shall not exceed the total rate as provided by law. The board has the right to require such officials to attend its meetings or to furnish any necessary information, and may employ an examiner of the state board of accounts for assistance. (4)

The records are located in the auditor's office in the courthouse.

(1) Acts 1933; Burns 64-304.

(3) Ibid.

(2) Acts 1937; Burns, 1937
suppl., 64-310.

(4) Acts 1937; Burns, 1937
suppl., 64-310, 64-311.

154. MINUTE RECORD OF TAX ADJUSTMENT BOARD, 1933. 1 vol.

Minutes of board meetings for consideration and approval of official budgets, and adjustment of tax levies, showing date, subject discussed, action taken, and names of members present. Arr. chron. Typed. 600 pp. 18 x 14 x 4.

XII. BOARD OF FINANCE

The board of commissioners of Steuben County constitutes the board of finance, (1) and may sue and be sued in any court having jurisdiction. (2) It was first created by an act of 1907, (3) and later re-created by the Depository Acts of 1935 and 1937. (4)

The board of finance has supervision of all public funds of the county and of the safekeeping and deposit thereof. (5) It designates the banks to serve as depositories for county funds. (6) The board receives monthly statements of county funds on deposit from the banks, (7) and may, as it sees fit, revoke the commission of any depository at any time. (8)

The board of finance holds an annual meeting on the third Monday in January for its organization, (9) a biennial meeting on the third Monday in February, in the odd numbered years for the consideration of proposals as depositories for the ensuing two-year period, (10) and a joint meeting, within five days of the date fixed for filing the proposals, with the agents of all boards of finance--city, town, school, and township--and all banks desiring to become depositories. (11)

The auditor is the secretary of the board and keeps a record of its proceedings. (12) All the records of the board prior to 1937 were transferred to the new board in 1937. (13)

All the records are located in the courthouse.

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- (1) Acts 1937; Burns, 1937
suppl., 61-629.
(2) Ibid.; 61-633.
(3) Acts 1907; Burns 61-606.

- (4) Acts 1935, ch. 70, sec. 37;
Acts 1937; Burns, 1937
suppl., 61-629, 61-658.
(5) Acts 1937; Burns, 1937
suppl., 61-629.

(6) Ibid.; 61-635.
(7) Ibid.; 61-638.
(8) Ibid.; 61-636.
(9) Ibid.; 61-633.

(10) Ibid.; 61-636.
(11) Ibid.; 61-635.
(12) Ibid.; 61-629, 61-635.
(13) Ibid.; 61-650.

155. COUNTY BOARD OF FINANCE, 1924--. 1 vol.

Minutes of all board meetings for consideration of matters pertaining to safekeeping or investment of public funds, showing name of depository selected, interest rate, sureties, amount of bond, and details concerning bonds or other U. S. Government obligations in which county funds may be invested. Arr. chron. Hdw. 400 pp. 18 x 14 x 2 $\frac{1}{2}$. Aud. vt.

156. BOND RECORD OF DEPOSITORIES, 1924-31. 2 vols.

Record of bonds furnished by depositories of county funds, showing date; names of county, township, depository, and authoritative officers of depository and sureties; and amount of bond. Arr. chron. Hdw. 200 pp. 14 x 10 x 2. Aud. off.

XIII. SCHOOL FUND BOARD

Loans from the school funds were made by the auditor under an act of 1865 until 1935 when the school fund board was created. It consists of three members: The auditor and the clerk ex officio, and one member appointed by the judge of the circuit court for a two-year term. The ex-officio members serve without compensation and the appointed member receives two dollars for each loan made. (1)

The duty of this board is to make all loans from the common school and the congressional township school funds to owners of real estate, such loans to be secured by mortgage. The board must satisfy itself, after approval of the title by the county attorney, as to the value of real estate offered in the mortgage, the validity of the title, and whether it is encumbered. (2) Loans may also be made to the county upon proper authorization by the county council, for a period not exceeding five years. (3)

All the records are located in the auditor's record room in the courthouse.

(1) Acts 1865, 1935; Burns, 1937 suppl., 28-209.

(2) Ibid.

(3) Acts 1901; Burns 28-202.

157. SCHOOL FUND MORTGAGES AND APPROVAL, 1909--. 3 file boxes. Applications and approvals of school fund loans. Contains: Approval of School Fund Loans, entry 158; School Fund Mortgages, entry 221. Arr. chron. 5 x 11 x 13. Aud. vt.

For other school fund records, see entries 51, 180-83, 220-24.

158. APPROVAL OF SCHOOL FUND LOANS, 1909--. In School

Fund Mortgages and Approvals, entry 157.

Original mortgages approved by the school fund board, showing approval on reverse side of mortgage, date of approval, amount, and signatures of members.

XIV. TREASURER

The treasurer is a constitutional officer elected for a term of two years. No person is eligible to serve more than four years in any period of six years. (1) He is required to execute his official bond in the penalty of not less than the amount of money which may come into his hands at any time during his term. (2) Prior to the Constitution of 1851 the office of treasurer was established by the legislature; an act of 1817 provided for his appointment by the board of commissioners; (3) an act of 1841 made it an elective office. (4) The inception date of this office in Steuben County is 1837, the organization date of the county.

The treasurer receives all moneys coming to Steuben County and disburses the same on the proper orders issued and attested by the auditor. (5) He collects all taxes for state, county, school, road, or other purposes (6) due the county on the tax duplicate, (7) delivered to him by the auditor, (8) including city taxes. (9) He sells by public auction, real estate (10) and personal property (11) for delinquent taxes. He also collects taxes from corporations in the county; (12) and the excise tax on shares of stock and deposits of banks (13) and loan associations (14) and sells intangible tax stamps for the state board of tax commissioners. (15)

The treasurer makes quarterly reports to the board of commissioners, showing the true amount of money in the county treasury; (16) a monthly report to the auditor, showing the total amount of cash payments received during the month and the respective accounts credited, (17) an annual settlement for

taxes with the county auditor (18) and pays to the state treasurer in June all money due to the state; (19) and additional payments to the state treasurer in December each year (20) and as otherwise directed. (21) He makes to the auditor, a quarterly and at the expiration of his term of office, a sworn report showing specifically the amount of fees collected, (22) and deposits quarterly with the auditor all orders redeemed. (23) The treasurer is a member of the county board of review. (24)

He is required to keep his books by separate accounts for separate funds or specific appropriations as well as by one general account. (25)

All the records are located in the courthouse.

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| (1) Const., art. 6, sec. 2. | (15) Ibid., 64-927. |
| (2) 1 Rev. Stat. 1852; Acts 1865, 1919; Burns 49-3101. | (16) Acts 1895, 1903, 1913; Burns 49-1403. |
| (3) Acts 1816-17, ch. 17, secs. 1-2. | (17) Acts 1919; Burns 64-2101. |
| (4) Acts 1841, ch. 4, sec. 1. | (18) Ibid., 64-2501. |
| (5) 1 Rev. Stat. 1852; Burns 49-3103, 49-3111. | (19) Ibid., 64-2503. |
| (6) Acts 1919; Burns 64-1501. | (20) Ibid., 64-2504. |
| (7) Ibid., 64-1502. | (21) Acts 1859, 1861; Burns 49-1813. |
| (8) Ibid., 64-1408. | (22) Acts 1895, 1903, 1913; Burns 49-1402. |
| (9) Acts 1933; Burns 48-1219. | (23) 1 Rev. Stat. 1852; Burns 49-3114. |
| (10) Acts 1919; Burns 64-1516. | (24) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201. |
| (11) Ibid., 64-1705. | (25) 1 Rev. Stat. 1852; Burns 49-3109. |
| (12) Ibid., 64-1801. | |
| (13) Acts 1933; Burns 64-804. | |
| (14) Ibid., 64-827. | |

Tax Collections

Personal and Real Property

159. TAX DUPLICATE, 1844-- . 257 vols. Title varies: Tax Duplicate and Delinquent List.

Record of property tax assessments, and the collection or delinquency of payment, showing duplicate number, name of taxpayer, description and valuation of real estate and improvements, exemptions, value of personal property, poll tax, first and second installments, delinquency, interest, penalties, and total amount payable. Arr. alph. Hdw. 350 pp. 21 x 18 x 2 $\frac{1}{2}$. 170 vols., 1844, Tr. vt.; 87 vols., 1850-1903, bsmt. stg. rm.

160. RECORD OF INSOLVENT AND DISCHARGED TAXES, 1853--. 5 vols. Record of non-collectable taxes that have been dropped from tax duplicate, showing duplicate number, name of taxpayer, date dropped, and amount of delinquent taxes. Arr. by taxing units, and thereunder chron. Hdw. 300 pp. 16 x 10 x 2 $\frac{1}{2}$. 4 vols., 1853-1922, bsmt. stg. rm.; 1 vol., 1923--., Tr. vt.

161. MORATORIUM TAX DUPLICATE, 1933--. 1 vol. Register of property on which tax moratorium was declared, and delay of tax payment legally permitted, showing amount of tax, penalties dropped, interest rate, total amounts due, and method of payments. Arr. by taxing units, and thereunder by duplicate nos. Hdw. 300 pp. 16 x 14 x 2. Tr. vt.

162. ABSTRACT OF DELINQUENT TAXES, 1930--. 1 vol. Record of unpaid taxes, showing amount of delinquency, penalties for each year, tax duplicate number, and name of taxpayer. Arr. by twps. and corporations, and thereunder by duplicate nos. Hdw. 150 pp. 18 x 14 x 1 $\frac{1}{2}$. Tr. vt.

163. TAX CERTIFICATES (Redeemed), 1889--. 2 file boxes. Redeemed tax sale certificates, showing dates of issue and sale, to whom issued, to whom sold, amount, and date of redemption. Arr. chron. 16 x 11 x 13. Tr. off.

164. REGISTER OF RECEIPTS (Taxes), 1873--. 52 vols.

Title varies: Treasurer's Cash Book.

Record of tax payments received, showing date; name of taxpayer; amount paid for current, delinquent, insolvent, or special tax; total amount; and duplicate number. Arr. by taxing units, and chron. thereunder. Hdw. 500 pp. 17 x 15 x 3. Tr. vt.

165. INHERITANCE AND TRANSFER TAX RECORD, 1913--. 4 vols.

Record of inheritance taxes paid, showing date, names of estate and residence, date of death of property owner, appraised value of estate, amount of tax paid, and name and relationship of heirs. Arr. by serial nos. Hdw. 600 pp. 22 x 10 x 3. 2 vols., 1913-25, bsmt. stg. rm.; 2 vols. 1926--, Tr. vt.

For other inheritance records, see entries 56, 102, 152.

166. RECORD OF RECEIPTS AND SALE OF INTANGIBLE TAX STAMPS, 1933--. 1 vol.

Record of intangible tax stamps received and sold, showing receipt number, quantity by demonination, quantities and amounts of stamps on hand at start of period, and quantities and amounts subsequently received and sold, and on hand at close of period. Arr. chron. Hdw. 55 pp. 18 x 16 x $\frac{1}{2}$. Tr. vt.

167. PAID TAX RECEIPTS, 1863--. 1169 vols.

Stubs or carbon copies of paid tax receipts for spring and fall installments of taxes, showing date paid, duplicate number, taxing unit, name of taxpayer, description and location of property, number of polls, amount of exemption, and total amount for each installment. Arr. by taxing units, thereunder alph. by names of taxpayers. Hdw. 200 pp. 9 x 12 x $\frac{3}{4}$. 1047 vols., 1863-1930, bsmt. stg. rm.; 122 vols., 1930--, Tr. off.

Public Improvements

168. DITCH TAX DUPLICATE, 1886--. 4 vols.

Record of assessments and collections for construction or repair of ditches, showing name of taxpayer; description of land; and amounts assessed, paid, and delinquent, including penalties and interest. Arr. by names of ditches, and thereunder alph. by names of taxpayers. Hdw. 200 pp. 18 x 15 x 2. Tr. vt.

169. DUPLICATE OF DITCH ASSESSMENTS, 1863-1900. 2 vols.

Record of ditch assessments, showing date, duplicate number, name of property owner, description of property, labor or cash assessment, and total. Arr. alph. by names of landowners. Hdw. 300 pp. 20 x 16 x 2. Bsmt. stg. rm.

170. RECORD OF BONDED DITCHES, 1891--. 5 vols. (1-5).

Record of bonded ditch construction and repairs, showing names of ditches and landowners; date, description, and amount of bond; rate of interest; amount of assessment; and date of payment. Arr. alph. by names of ditches, and thereunder alph. by names of landowners. Hdw. 200 pp. 18 x 15 x 2. Aud. vt.

Receipts and Disbursements

171. DAILY BALANCE, 1907--. 14 vols.

Tabular statements and reconciliations of cash and bank balances, showing previous balance, cash receipts from various taxing units, disbursements, funds debited or credited, cash balance, name of depository, previous balance, amount of deposits and withdrawals, bank balance, and total cash and bank balances. Arr. chron. Hdw. 350 pp. 16 x 13 x 3. 10 vols., 1907-25, bsmt. stg. rm.; 4 vols., 1926--, Tr. off.

172. MONTHLY FINANCIAL STATEMENT, 1911--. 9 vols. (4 vols., 1-4, and 5 vols. not numbered). Title varies: Monthly Balance Record.

Monthly financial statements of all county funds, showing previous balances of various funds, receipts and disbursements, fund debited or credited, current balance of each fund, and total current balance. Arr. chron. Hdw. 300 pp. 18 x 16 x 2. 2 vols., 1911-13, bsmt. stg. rm.; 7 vols., 1914--, Tr. vt.

173. RECORD OF RECEIPTS, 1848--. 7 vols.

Record of receipts other than taxes, showing date, receipt number, amount received, source and purpose, amount charged to each fund, and total amount of receipts. Arr. chron. Hdw. 150 pp. 22 x 18 x 2. 4 vols., 1848-1925, bsmt. stg. rm.; 3 vols., 1925--, Tr. vt.

174. REGISTER OF FEES, 1893-1907. 1 vol.

Record of fees received by treasurer and disbursed to various county officers, showing date received, amount, receipt number, name of payee, and total amount paid to each officer. Arr. chron. Hdw. 400 pp. 16 x 12 x 2. Tr. off.

175. APPROPRIATIONS AND DISBURSEMENTS, 1900--. 8 vols.

Record of appropriations and disbursements, showing amount and number of appropriation, additional appropriations, total disbursements, fund debited or credited, and balance. Arr. alph. by names of funds. Hdw. 600 pp. 26 x 16 x 3. 4 vols., 1900-1921, bsmt. stg. rm.; 4 vols., 1922--, Tr. vt.

176. REGISTER OF WARRANTS REDEEMED, 1913--. 5 vols. (1-2, and 3 vols. not numbered).

Record of warrants redeemed and depository balances, showing date,

number and amount of warrant, amount deposited, appropriation number, fund debited or credited, and balance. Arr. chron. Hdw. 600 pp. 21 x 17 x 2 $\frac{1}{2}$. Tr. vt.

177. REGISTER OF ORDERS, 1857-87. 3 vols. (1-3).

Register of orders paid, showing date and number of order, name of payee, nature and amount of claim, and date paid. Arr. chron. Hdw. 400 pp. 14 x 10 x 2 $\frac{1}{2}$. Bsmt. stg. rm.

178. TOWNSHIP LEDGER, 1868-1918. 2 vols.

Register of funds for each township, showing date and amount received, source, name of township, disbursements, fund debited or credited, balance of each fund. Arr. by names of twps., and thereunder chron. Hdw. 400 pp. 14 x 10 x 2. Bsmt. stg. rm.

179. AUDITOR'S CERTIFICATES OF DISTRIBUTION, 1924--.

9 file boxes.

Certificates of distribution of tax revenues to the various taxing units, showing date issued, number and amount of warrant, purpose, and name and source of fund. Arr. chron. 5 x 11 x 13. Tr. off.

School Funds (See entries 51, 157-58, 220-24)

180. JOURNAL OF COMMON SCHOOL FUNDS, 1857-94. 1 vol.

Register of principal and interest received on common school fund loans, showing date received, loan number, amounts of principal and interest, and name of payer. Arr. chron. Hdw. 200 pp. 14 x 10 x 1 $\frac{1}{2}$. Bsmt. stg. rm.

For subsequent records, see entry 220.

181. REGISTER OF ORDERS OF SCHOOL FUND, 1856-67. 1 vol.

Register of school fund orders paid by treasurer, showing date, amount and number of order, name of payee, nature and purpose of claim, and date redeemed. Arr. chron. Hdw. 400 pp. 18 x 13 x 2. Tr. vt.

182. JOURNAL OF TRUST FUNDS, 1857-78. 1 vol.

Register of school funds held in trust, showing date of receipt; name of payer; name of fund debited; whether congressional, common, or special school fund; amount of principal and interest; and amount to each fund. Arr. chron. Hdw. 250 pp. 14 x 10 x 2. Bsmt. stg. rm.

183. APPLICATION TO PAY, 1931--. 4 file boxes.

Copies of receipts from auditor to treasurer for application to pay indebtedness, showing date of application, names of payer and fund debited, and purpose. Arr. chron. 5 x 11 x 13. Tr. off.

XV. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. No person can hold the office for more than eight years in any period of twelve. (1) He is required to post bond in the amount of ten thousand dollars approved by and filed with the county commissioners. (2)

Prior to the Constitution of 1851, the office was established by the legislature of 1841. (3)

The auditor's office is the center of county financial administration, and here the financial records of county business are preserved.

The auditor's principal functions are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims, including those approved by the commissioners. (4) Ex officio he acts as clerk to the board of commissioners, (5) the county council, (6) and the board of tax adjustment, (7) and as secretary to the board of finance. (8) He is also a member and the secretary of the board of review, (9) and a member of the school fund board. (10) As a tax officer, he prepares the official tax duplicates, (11) certifies to the treasurer the amount of taxes due from banks; (12) and, if the board of tax adjustment fails to complete its duties on time or to reduce the rate to the legal maximum, fixes the tax rate within any municipal corporation in the county, (13) As budget officer he compiles estimates made to him by each county agency; keeps them on file for one month, subject to inspection by

any taxpayer; and submits them with his recommendations to the county council at its annual meeting. (14)

Other routine duties are: Managing the common school and the congressional township school funds as a member of the school fund board, (15) preparing the ditch duplicate covering assessments for construction or repair of ditches and drains; (16) issuing licenses to peddlers, shows, and theatres, (17) and permits for public warehouses; (18) acknowledging deeds and mortgages executed for the security of trust funds; (19) and approving bonds of township trustees. (20)

All the records are located in the courthouse.

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| (1) Const., art. 6, sec. 2, | (11) Acts 1919; Burns 64-1403. |
| (2) Acts 1899; Burns 49-3003. | (12) Acts 1933; Burns 64-810. |
| (3) Acts 1841 (25th Sess.), | (13) Acts 1837; Burns, 1937 |
| ch. 2, sec. 1 | suppl., 64-314. |
| (4) 1 Rev. Stat. 1852; Burns | (14) Acts 1899; Burns 26-520. |
| 49-3005; Acts 1897; | (15) Acts 1865; Burns 28-104; |
| Burns 26-806. | Acts 1865, 1935; Burns, |
| (5) 1 Rev. Stat. 1852; Burns | 1937 suppl., 28-209. |
| 49-3004. | (16) Acts 1933; Burns 27-134. |
| (6) Acts 1899; Burns 26-509. | (17) 1 Rev. Stat. 1852; Burns |
| (7) Acts 1937; Burns, 1937 | 42-204. |
| suppl., 64-310. | (18) Acts 1875, 1879 (Sp. |
| (8) Acts 1937; Burns, 1937 | Sess.); Burns 67-201. |
| suppl., 61-620, 61-635. | (19) 1 Rev. Stat. 1852; Burns |
| (9) Acts 1919, 1920 (Sp. Sess.); | 49-3011. |
| Burns 64-1201. | (20) Acts 1915; Burns 65-103. |
| (10) Acts 1865, 1935; Burns, | |
| 1937 suppl., 28-209. | |

Audits and Reports

184. (STATE EXAMINER'S REPORTS), 1909-35. 2 file boxes.

Examiner's reports on public records, showing date, name of examiner, office examined, and an itemized audit of financial records.

Arr. chron. 15 x 10 x 5. Aud. vt.

185. CERTIFICATES OF DISTRIBUTION, 1877--. 7 vols.

Record of distribution of tax receipts to various funds, showing date, warrant number, name of fund, purpose, and amount. Arr. chron.

Hdw. 200 pp. 12 x 17 x 2. 3 vols., 1877-1925, bsmt. stg. rm.;

4 vols., 1926--. Aud. vt.

186. SETTLEMENT SHEETS FOR TAXES, 1911--. 16 file boxes.

Semiannual settlement sheets of tax collections, showing tax collected and prorated and amounts allotted to the various funds. Arr.

chron. 6 x 11 x 13. Aud. vt.

187. TREASURER'S ANNUAL AND MONTHLY REPORT, 1909--. 12 file boxes.

Treasurer's monthly and annual financial reports to auditor, showing previous balance, receipts and disbursements, fund debited or credited, and current balance. Arr. chron. 6 x 11 x 13. Aud. vt.

188. TRUSTEE'S SETTLEMENTS, 1865-1925. 5 vols. (1-5).

Record of township trustee's annual statements to auditor, showing previous balance, amounts of receipts and disbursements, funds debited or credited, and current balance. Arr. chron. Hdw. 250 pp.

16 x 12 x 2. Bsmt. stg. rm.

Receipts and Disbursements

189. MONTHLY BALANCE RECORD, 1910--. 3 vols.

Record of monthly balances of county funds, showing date, previous balance, amount of receipts and disbursements, funds debited or credited, and current balance. Arr. canon. Hdw. 120 pp.

20 x 17 x 1½. 1 vol., 1910-20, bsmt. stg. rm.; 2 vols., 1921--
Aud. off.

190. FEE AND CASH BOOK, 1895--. 7 vols. (1-6, and 1 vol.
not numbered).

Record of itemized fees, showing date, name of payer, type of fee, and amount. Arr. chron. Hdw. 150 pp. 16 x 14 x 2.

3 vols., 1895-1923, bsmt. stg. rm.; 4 vols., 1924--
Aud. vt.

191. REGISTER OF RECEIPTS, 1910-22. 5 vols.

Record of receipts, showing date, receipt number, names of payer, and of fund debited or credited, and total. Arr. chron. Hdw.

200 pp. 16 x 12 x 1. Aud. vt.

For subsequent records, see entry 197.

192. AUDITOR'S LEDGER, 1844-76. 2 vols.

Auditor's ledger of accounts, showing date; names of account, payer, and recipient; amounts received and disbursed; purpose of disbursement; and balance. Arr. by names and thereunder, chron. Hdw. 300 pp.

12 x 10 x 2. Bsmt. stg. rm.

193. ROAD TAX RECEIPTS, 1900-1917. 135 vols.

Stubs of receipts issued for road tax, showing date; receipt and

district numbers; names of payer, township, road, and fund;
and amount. Arr. chron. Hdw. 75 pp. 7 x 5 x $\frac{1}{2}$. Bsmt. stg. rm.

194. REGISTER OF ROAD RECEIPTS, 1841-1911. 5 vols.

Record of receipts collected for maintenance of roads, showing
date; assessment and receipt numbers, names of township, corporation,
property owner, and road; and amount. Arr. chron. Hdw. 350 pp.
14 x 10 x 2 $\frac{1}{2}$. Bsmt. stg. rm.

195. MONTHLY INTANGIBLE TAX REPORT OF RECEIPTS AND SALE OF
STAMPS, 1934--. 3 file boxes.

Auditor's copy of report of the amount and demoninations of intangible
tax stamps received and sold by the treasurer; showing date of
report, previous demoninations and amount on hand, demoninations
and amounts received and sold, and current balance. Arr. chron.
6 x 11 x 13. Aud. off.

196. REGISTER OF RECEIPTS FROM TRUST FUNDS, 1850-78. 2
vols.

Register of receipts from trust funds, showing date, receipt
number, amount, source of fund, and purpose. Arr. chron. Hdw.
250 pp. 16 x 10 x 2. Bsmt. stg. rm.

197. APPROPRIATIONS AND DISBURSEMENTS, 1922--. 6 vols.

Record of county appropriations and disbursements, showing date,
original and additional appropriations, disbursements, purpose,
and balance. Arr. chron. Hdw. 450 pp. 18 x 16 x 3. Aud. vt.

For prior records, see entry 198.

198. RECORD OF DISBURSEMENTS, 1910-23. 5 vols.

Record of disbursements of county funds, showing date, warrant number and amount, name of payee, purpose, and name of fund debited.

Arr. chron. Hdw. 350 pp. 16 x 12 x 2. Bsmt. stg. rm.

For subsequent records, see entry 197.

199. JOURNAL, 1942-50. 7 vols.

Record of expenditures, showing date and amount of order, name of fund, and amount charged to each fund. Arr. chron. Hdw. 200 pp. 12 x 10 x 2. Bsmt. stg. rm.

200. REGISTER OF WARRANTS, 1911--. 14 vols.

Register of warrants, showing date, warrant and appropriation numbers, amount, purpose, and names of fund and payee. Arr. chron. Hdw. 400 pp. 16 x 14 x 3. 2 vols., 1911-25, bsmt. stg. rm.; 12 vols., 1925--, Aud. off.

201. REGISTER OF ORDERS, 1941-1910. 12 vols.

Register of county orders issued, showing date, order number, name of recipient, nature of claim, purpose, and amount. Arr. chron. Hdw. 200 pp. 12 x 9 x 2. Bsmt. stg. rm.

For subsequent records, see entry 200.

202. TOWNSHIP POOR LEDGER, 1935--. 1 vol.

Record of township poor relief expenditures, showing date, warrant number, name of payee, and amounts of receipts, disbursements, and balance for each township in county. Arr. chron. Hdw. 400 pp. 18 x 16 x 2 $\frac{1}{2}$. Aud. off.

203. REGISTER OF POOR FUND CLAIMS, 1935--. 1 vol.

Register of poor fund claims, showing dates filed and allowed, claim number, names of township and claimant, nature of relief, and amount. Arr. chron. 180 pp. 16 x 12 x 1 $\frac{1}{2}$. Aud. off.

204. REGISTER OF POOR, 1896-1934. 1 vol.

Register of poor, showing date; name, address, age, sex, color, occupation, and marital status of recipient; number in family; and cause, nature, and amount of relief. Arr. alpn. by names of recipients. Hdw. 525 pp. 16 x 12 x 2 $\frac{1}{2}$. Aud. vt.

205. (REDEEMED WARRANTS), 1883--. 10 file boxes.

Redeemed warrants given as payments from county funds for purchases, showing date, warrant number and amounts, name of payee, and purpose. Arr. by check nos. 14 x 14 x 12. 6 boxes, 1883-1929, bsmt. stg. rm.; 4 boxes, 1930--. Aud. off.

Taxes

Appraisements

206. TRANSFER BOOKS, 1857--. 59 vols. (1-59).

Record of real estate transfers, showing date, names of grantee and grantor, description and location of property, assessed value of lands and improvements, and fees. Indexed alpn. by names of grantees and grantors. Hdw. 300 pp. 18 x 13 x 3. Aud. vt.

207. CORPORATION STATEMENTS, 1914--. 8 file boxes.

Statements of valuations of taxable property owned by corporations, showing description, location, and taxable value of property.

Arr. chron. 5 x 11 x 13. Aud. off.

Returns

208. MORTGAGE EXEMPTIONS, 1911--. 98 vols.

Record of mortgage exemptions, showing date, names of mortgagor and mortgagee, description and location of property, and amounts of mortgage and exemptions. Arr. alph. by names of mortgages. - Hdw. 300 pp. 12 x 9 x 5. 70 vols., 1911-31, bsmt. stg. rm.; 28 vols., 1932--, Aud. vt.

209. SOLDIERS' EXEMPTIONS, 1921--. 17 vols.

Record of soldiers', sailors', and their widows' certificates for tax exemption, showing date, certificate number, name, age, military record, and amount of exemption. Arr. chron. Hdw. 75 pp. 9 x 7 x $\frac{1}{2}$. 7 vols., 1921-27, bsmt. stg. rm.; 10 vols., 1927--, Aud. vt.

210. FIREMEN'S TAX EXEMPTIONS OF CERTIFICATES, 1932-34.

1 file box.

Certificates of tax exemption for firemen, showing date, names of fireman, secretary, and fire chief; proof of membership; assessed valuation; and amount of exemption. Arr. chron. 5 x 11 x 13. Aud. off.

Auditor

Lists

211. ASSESSOR'S BOOKS, 1860--. 837 vols.

Assessor's books listing taxable property, showing date; name of taxpayer; description, location, and valuation of property; mortgage exemptions; and valuation for taxing purpose. Arr. by twps. and thereunder, alph. by names of taxpayers. Hdw. 75 pp. 17 x 14 x 5/8. 836 vols., 1860-1932, bsmt. stg. rm.; 51 vols., 1933--, Aud. off.

212. ASSESSMENT LISTS, 1903--. 671 vols.

Assessment lists of personal property, showing date, name, address, and occupation of owner; and list and valuation of all personal property. Arr. by twps., and thereunder alph. by names of owners. Hdw. 150 pp. 14 x 9 x 1 1/2. 631 vols., 1903-32, bsmt. stg. rm.; 40 vols., 1933--, Aud. vt.

213. ASSESSMENT LISTS OF REAL ESTATE, 1924-32. 74 vols.

Assessor's appraised record of real estate, showing date; name of owner; and location, description, and assessed valuation of property; Arr. by taxing units, and thereunder alph. by names of taxpayers. Hdw. 150 pp. 16 x 13 x 9. 49 vols., 1924-28, bsmt. stg. rm.; 25 vols., 1928-32, Aud. vt.

Delinquent and Erroneous

214. RECORD OF DELINQUENT LANDS AND LOTS, 1863--. 1 vol.

Record of delinquent real estate tax, showing date of delinquency; name of owner; location, description and valuation of property; amount of tax; penalty; and total. Arr. alph. by names of owners. Hdw. 400 pp. 16 x 12 x 3. Aud. off.

215. RECORD OF TAX SALES, 1882--. 1 vol.

Record of real estate sold for taxes, showing date, description, and location of property; sale certificate number; names of owner and purchaser; value of property, and date of redemption. Indexed alph. by names of owners. Hdw. 300 pp. 18 x 13 x 2 $\frac{1}{2}$. Aud. off.

216. CERTIFICATES OF ERRONEOUS TAXES, 1927--. 1 vol.

Record of taxes erroneously changed, showing name of taxpayer, legal description of property; dates of payment and refund, and amount. Indexed alph. by names of taxpayers. Hdw. 300 pp. 18 x 13 x 2 $\frac{1}{2}$. Aud. off.

217. RECORD OF INSOLVENT AND DISCHARGED TAXES, 1853-82. 1 vol.

Register of insolvent and discharged taxes, showing date, name of property owner, kind of tax, amount, penalty, interest, and total. Arr. by twps., and thereunder by names of taxpayers. Hdw. 600 pp. 14 x 10 x 4. Bsmt. stg. rm.

Plat Books

218. PLAT BOOKS, 1848--. 6 vols.

Plat drawings of various divisions of county, including townships, towns, resorts and cemeteries; showing descriptions and locations, and names of owners. Arr. by township nos. Hdw. 50 pp. 24 x 28 x 1. Aud. vt.

219. ASSESSOR'S PLAT BOOKS, 1867--. 169 vols.

Assessor's plat books, showing sections in each township; giving date; range, township, and section numbers; name of owner; acreage; and location. Arr. by section nos. Hdw. 60 pp. 18 x 13 x $\frac{1}{2}$. Aud. vt.

(See also ^{School Funds} entries 51, 157-58, 180-83)

220. REGISTER OF SCHOOL FUND LOANS, 1894--. 1 vol.

Record of loans made from school funds, showing date of loan and maturity, name of borrower, description and location of security, amount, and payments. Indexed alpn. by names of borrowers. Hdw. 375 pp. 18 x 14 x 2 $\frac{1}{2}$. Aud. vt.

221. SCHOOL FUND MORTGAGES, 1908--. In School Fund Mortgages and Appraisals, entry 157.

Original mortgages on real estate, serving school fund loans, showing dates of issue and maturity, name of mortgagor, location and description of property, and amount of loan.

222. INVENTORY OF LOANS, 1910--. 1 vol.

Record of condition of school and trust fund loans, showing dates of loan and maturity, amounts of loan, interest, and paid, balance, and amount of fund represented by forfeited land. Arr. chron. Hdw. 250 pp. 16 x 14 x 2. Aud. off.

223. REGISTER OF DISTRIBUTION OF SCHOOL FUNDS, 1889--. 2 vols.

(1, and 1 vol. not numbered).

Record of distribution of school funds to various towns

and school districts, showing date, name and location of school,
amount distributed, and balance. Arr. chron. Hdw. 250 pp.

16 x 13 x 2. Aud. vt.

224. APPLICATION TO PAY, 1929--. 5 vols.

Stubs records of applications to auditor to pay items other than
taxes to county treasurer, showing date of application, name of
applicant, fund debited, and amount. Arr. chron. Hdw. 200 pp.

16 x 12 x 2. Aud. off.

Official Bonds
(See also entries 13-17)

225. TRUSTEE AND ASSESSOR'S BOND RECORD, 1856--. 4 vols.

Record of trustee's and assessor's bonds, showing date, names of
bonded and sureties, and nature, amount, and term of bond. Indexed
alph. by names of officials. Hdw. 300 pp. 16 x 13 x 2 $\frac{1}{2}$. 2 vols.,
1856-96, bant. stg. rm.; 2 vols., 1897--, Aud. vt.

226. ASSESSOR'S BONDS, 1909--. 6 file boxes.

Original bonds given by assessor, showing date, names of assessor
and surety, term of office, and nature, amount, and terms of bond.

Arr. chron. 5 x 10 x 13. Aud. vt.

For prior records, see entry 225.

Miscellaneous Record

227. ENUMERATION OF WHITE AND COLORED MALES, 1916-31.

39 vols.

Enumeration record of white and colored males over twenty-one years

of age, showing date, enumeration number, name, address, age, color, and occupation. Arr. by twps., and thereunder numerically. Hdw.

75 pp. 14 x 9 x $\frac{1}{2}$. Bsmt. stg. rm.

228. RETAILER'S BOND RECORD, 1903-14. 1 vol.

Record of bonds posted by applicants for retail liquor licenses, showing date, names of applicant and surety, business location, and amount of bond. Indexed alph. by names of applicants. Hdw. 300 pp.

17 x 12 x $2\frac{1}{2}$. Bsmt. stg. rm.

229. STATISTICAL STATEMENTS, 1894-1910. 65 vols.

Statistical records, showing number of farms in county, name of owner, number of acres, allotment for each crop, and amounts of poultry and stock raised and sold. Arr. chron. Hdw. 100 pp.

16 x 12 x $\frac{1}{2}$. Bsmt. stg. rm.

XVI. REGISTRATION OFFICER

By an act of 1933, the clerk of the circuit court is designated as ex-officio registration officer of the county. He has full charge and control of the registration of voters and appoints as many deputies as are necessary to do the work. (1) The inception date of this office in Steuben County is 1934.

As ex-officio registration officer, the clerk of the circuit court is required to provide all the necessary books and paraphernalia for the registering of voters. (2)

All the records are located in the courthouse.

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- (1) Acts 1933, 1935; Burns, 1937 suppl., 29-306. (2) Acts 1933; Burns 29-309.

230. REGISTRATION RECORD, 1920--. 445 vols.

Registration of voters by precincts, showing date; registration, ward, and precinct numbers; names of voter and township; and residence, age, color, and birthplace of voter. Indexed alph. by names of voters. Hdw. 80 pp. 15 x 13 x 1 $\frac{1}{2}$. 325 vols., 1920-28, hant. stg. rm.; 120 vols., 1929--, Clk. vt.

231. REGISTRATION BOOKS, (Permanent Record of), 1934--.

120 vols.

Record of registered voters, showing date; name, age, sex, and address of voter; and precinct number. Arr. chron. by precinct nos., and thereunder alph. by names of voters. Hdw. 80 pp. 14 x 12 x 1. Clk. vt.

252. APPLICATION FOR REGISTRATION, 1920-26. 257 envelopes.

Applications for registration of voters, showing date; numbers of application and precinct; change of address, if any; and age, sex, address, and birthplace of applicant. Arr. alph. by names of applicants. Bsmt. stg. rm.

253. REGISTER OF ABSENT VOTERS, 1918--. 1 vol.

Record of qualified absent voters, showing dates of application and ballot was sent and returned; names of voter, township, and post office; and ward and precinct numbers. Arr. chron. Hdw. 200 pp. 16 x 12 x 1 $\frac{1}{2}$. Clk. vt.

XVII. BOARD OF PRIMARY ELECTION COMMISSIONERS

The board of primary election commissioners was provided for by an act of 1915. It consists of the clerk of the circuit court, and two persons appointed by him, one from each of the two major political parties; each of whom is nominated in writing by the chairman of the county central committee of the two political parties respectively. It is the duty of the board to prepare and distribute the primary ballots and generally supervise the primary elections. (1) The canvass of the primary votes is done by the county board of canvassers. (2) The inception date of this office in Stoupen County is 1916.

All the records are located in the clerk's vault, in the courthouse.

(1) Acts 1915, 1917; Burns
29-504.

(2) Acts 1915; Burns
29-560.

234. PRIMARY AND GENERAL ELECTION RECORDS, 1903--.

2 vols. (1-2).

Election records and returns: Contains: Primary Election Records, entry 235; Election Returns, entry 238; and General Election Records, entry 239. Arr. chron. Hdw. 250 pp.
16 x 12 x 2 $\frac{1}{2}$.

235. PRIMARY ELECTION RECORDS, 1916--. In Primary and General Election Records, entry 234.

Record of poll tallies in primary elections, showing date of election, number of electors, and total number of votes cast in each precinct.

236. CANDIDATES' STATEMENT OF EXPENSES, PRIMARY AND GENERAL
ELECTIONS, 1928--. 9 boxes.

Affidavits of candidates' election expenses. Contains:

Candidates' Statement of Expense, Primary Election, entry 237;

Candidates' Statement of Expense, General Election, entry 240.

Arr. chron. 6 x 11 x 13. Clk. vt.

237. CANDIDATES' STATEMENT OF EXPENSE, (Primary Election),
1916--. In Candidates' Statement of Expense, Primary
and General Elections, entry 236.

Affidavits of candidates of election expenses, showing date of
statement; names of candidate, office, and political party;
itemized account of expenses; and total amount.

XVIII. BOARD OF CANVASSERS

By an act of 1905, the legislature constituted the board of election commissioners, a board of canvassers. (1) The board elects its own chairman and the clerk of the circuit court acts as clerk of the board. (2)

The board is required to assemble at six o'clock, p.m. on election days to canvass and estimate the certificates, poll lists, and tally papers returned by the election inspectors; (3) to tabulate therefrom the votes of the county, filing the tally papers, poll books, and canvass sheets in the office of the clerk of the circuit court, open to inspection by any legal voter; (4) and to declare in a certified statement the candidates elected, (5) and deliver to them a certification of election.

The inception date of this board in Steuben County is 1906.

The records are located in the courthouse.

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| (1) Acts 1905, 1927; Burns 29-1401. | (3) Acts 1905, 1927; Burns 29-1401. |
| (2) Acts 1905; Burns 29-1402. | (4) Acts 1905; Burns 29-1404. (5) Acts 1905; Burns 29-1405. |

233. ELECTION RETURNS, 1906-- In Primary and General

Election Records, entry 234.

Record of poll tallies in primary and general elections, showing date of election, number of electors, and total votes cast in each precinct.

XIX. BOARD OF ELECTION COMMISSIONERS

By legislative enactment in 1889, the board of election commissioners was created. It consists of the clerk of the circuit court, and two persons appointed by him, one from each of the two major political parties; each of whom is nominated by the chairman of the county central committee of the two political parties respectively. The board is appointed annually. It prepares and distributes ballots for the election of county officers. (1) The inception date of this office in Steuben County is 1880.

The board's duties are: To print ballots; to receive petitions to place candidates' names on the ballots; and to receive certificates of nominations by convention or primary election. (2)

All the records are located in the courthouse.

(1) Acts 1889; Burns 29-1002. (2) Acts 1889, 1933; Burns 29-1003.

239. GENERAL ELECTION RECORD, 1903--. In Primary and General Election Records, entry 234.

Record of poll tallies in general elections, showing date of election, number of electors, and total votes in each precinct.

240. CANDIDATE'S STATEMENT OF EXPENSE, (General Election), 1923--. In Candidate's Statement of Expense, Primary and General Elections, entry 236.

Affidavits of candidates of election expenditures, showing date of statement; names of candidate, office, and political party; and an itemized total of expenses.

XX. BOARD OF EDUCATION

The educational system of Indiana, in its beginning, was under local administration of township and district officials and so continued more than half a century.

The county-wide supervision of the schools began in 1873, when an act of the legislature created the board of education, comprised of the county superintendent of schools, the township trustees of the county, and the school trustees of each city and town of the county. (1)

By an act of 1877, the membership of the board was changed to consist of the county superintendent of schools, the township trustees, and the chairman of school trustees of each city and town. (2)

The board meets semiannually on the first day of May and September. Its duties are to take care of the general needs of the schools, maintenance of school property, and purchase of furniture, books, maps, charts, and other supplies.

(3) It also may appoint a county attendance officer upon nomination of the county superintendent, (4) and may purchase text-books from publishers and sell them to pupils at cost. (5)

The records are located in the office of the superintendent of schools in the courthouse.

(1) Acts 1873, ch. 25, sec. 8. (3) Ibid.

(2) Acts 1873, 1877; Burns 28-801.

(4) Acts 1921, 1932 (Spec. Sess.); Burns 28-501.

(5) Acts 1921; Burns 28-814.

241. MINUTES OF BOARD OF EDUCATION, 1914-- . 1 vol.

Record of board meetings, showing date and nature of business meeting, names of members present, and disposition of questions discussed. Arr. chron. Hdw. 300 pp. 18 x 11 x 2. Residence of secretary of Board of Education.

XXI. SUPERINTENDENT OF SCHOOLS

In 1865 the legislature provided for a school examiner to be appointed by the county commissioners for a term of three years. (1)

This act was amended in 1873, and the school examiner's title was changed to county superintendent of schools. He was appointed by the township trustees to serve for a term of two years. (2)

In 1899 the legislature extended the term of office of the superintendent of schools to four years, and also provided that he be elected by the township trustees. The act required that he post bond with the auditor to insure faithful performance of his duties as prescribed by law. (3) The inception date of this office in Steuben County is 1873.

The superintendent exercises general supervision of the schools outside of incorporated cities and towns of Steuben County. He visits each township institute once each school year and conducts teachers' county institutes. He carries out the orders of the state board of education and the state superintendent of public instruction. (4) He is required to make a report as to teachers' preparation, experience, and license before being hired by the school trustees. (5) He makes out the basis of apportionment of school revenues from the enumeration of pupils. (6) He receives statements for school aid relief from school and township trustees. (7) He is ex-officio member and president of the board of education. (8)

All the records are located in the superintendent's office in the courthouse.

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| (1) Acts 1865, ch. 1, sec. 33. | (5) Acts 1927, 1933; Burns |
| (2) Acts 1873, ch. 25, sec. 2. | 28-4309. |
| (3) Acts 1899, 1911, 1913; | (6) Acts 1865; Burns 28-715. |
| Burns 28-702. | (7) Acts 1933; Burns 28-903. |
| (4) Acts 1899; Burns 28-704. | (8) Acts 1873, 1877; Burns |
| | 28-801. |

Activities and Reports

242. AUDITOR'S REPORT TO COUNTY SUPERINTENDENT, 1891--.

12 file boxes.

Semiannual reports of distribution of tax revenue for school purposes, showing date; names of town, city, and township; enumeration; average attendance; and amount credited to congressional, common, and tuition funds. Arr. chron. 6 x 12 x 16.

243. STATISTICAL AND FINANCIAL REPORT, 1901--. 16 file boxes.

Statistical and financial reports of schools by township trustee, showing date; district number; names of trustee, township, and school; amounts of receipts and expenditures; balance; and condition of buildings. Arr. chron. 6 x 12 x 13.

244. TRANSFER FOR SCHOOL PURPOSES, 1901--. 8 file boxes.

Report of transfers of children from one school to another, showing date; number of scholars transferred; district number; names of pupil, school, and township; and reason for transfer. Arr. by names of twps, and thereunder alph. by names of pupils. 6 x 12 x 13.

245. HIGH SCHOOL PRINCIPAL'S REPORT TO COUNTY SUPERINTEND-
ENT, 1917--. 6 file boxes.

High school principal's report of the standing of and progress made by pupils, showing date of report; names of pupil, principal, trustee, and school; age, sex, and address of pupil; and grades made. Arr. by twps., and thereunder alph. by names of pupils. 12 x 6 x 15.

246. VISITING RECORD, 1892-1929. 24 vols.

Superintendent's reports of visits to various schools, showing date of visit; names of teacher, official, and township; condition of school; characteristics of teacher; and official visitor's report. Arr. by names of twps., and thereunder chron. Hdw. 150 pp. 8 x 5 x $\frac{1}{2}$.

Enumerations

247. TRUSTEE'S REPORT OF ENUMERATION, 1900--. 12 file boxes.

Trustee's reports of enumeration of school children between six and twenty-one years of age, showing date; district number; names of pupil, school, and township; and age, sex, and birthplace of child. Arr. chron. 12 x 5 x 15.

Teachers

248. SUCCESS GRADES, 1900--. 10 vols.

Record of success grades of teachers, showing date; number of pupils and years taught; district number; names of teacher, school, and

township; term of liconse; and teacher's success grade. Indexed alph. by names of teachers. Hdw. 250 pp. 16 x 12 x 1 $\frac{1}{2}$.

Pupils

249. ENROLLMENT RECORD, 1934--. 4 file boxes.

Reports of enrollment at the beginning of school term, showing date; names of pupil, parents, and school; age, sex, birthplace, and grade of pupil; and father's occupation. Arr. alph. by names of pupils. 4 x 6 x 15.

250. INDIANA ELEMENTARY SCHOOL RECORD, 1927--. 7 file boxes.

Reports of pupils in elementary grades, showing date of report; names of pupil, parents, school, and township; and age, sex, grade, and credits of pupil. Arr. by school nos., and thereunder alph. by names of pupils. 32 x 12 x 12.

251. RECORD OF COMMON SCHOOL GRADUATES, 1892--. 3 vols.

Record of common school graduates, showing date of graduation; names of student, school, and township; age and sex of student; grade in each subject; number of days present and absent; and general average. Arr. alph. by names of students. Hdw. 200 pp. 14 x 8 x 1.

252. HIGH SCHOOL RECORD, 1900--. 8 file boxes.

Report on high school students, showing date; names of student, school, and township; date entered; credits, ranking, class, grade; and general average of student. Arr. by names of school, and thereunder alph. by names of pupils. 32 x 12 x 12.

253. (WITHDRAWALS CARDS), 1934---. 1 file box.

Cards recording withdrawal of pupils from school, showing date of withdrawal; names of pupil, parents, school, and township; age, sex, and grade of pupil; father's occupation; and new address of family. Arr. alph. by names of pupils. 4 x 8 x 15.

XXII. HEALTH COMMISSIONER

By an act of 1881, the board of commissioners was constituted ex officio a county board of health and was required to elect annually a secretary who was a physician, and served as the health officer for the county. (1) The duty of this board was to keep a complete record of all births, marriages, and deaths. (2)

In 1891 the legislature enlarged the duties of the board of health, whose secretary was its executive officer. (3) The term of office of the health officer was extended to four years in 1899. (4)

The county board of health was abolished by an amendatory act of 1909. At the same time the office of health commissioner was established to enforce all health laws and keep the records of vital and sanitary statistics. The health commissioner was elected by the county commissioners to serve for a four-year term. (5)

The inception date of the records of this office in Steuben County is 1882.

By an act of 1935, effective January 1, 1936, the title of health commissioner was changed to county health officer, who is appointed by the county commissioners with the approval of the state board of health, to serve four years. The county health officer must be legally qualified to practice medicine, suitably trained in sanitary science, and his qualifications must be satisfactory to the state board of health. He is required to enforce the health laws of the state and all rules of the state board of health. (6)

It is the duty of the health officer to enforce the health laws; to record and report vital statistics such as births, deaths, and marriages; to make sanitary inspection of all public and private buildings in regard to sources of disease; to establish quarantine and take all reasonable means to protect the public health; to close schools and churches; and to prohibit public assemblies to prevent epidemics. (7)

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| (1) Rev. Stat. 1881, sec. 4995. | (5) Acts 1891, 1909; Burns 35-109. |
| (2) Rev. Stat. 1881, sec. 4997. | (6) Acts 1935; Burns, 1936 suppl., 35-113. |
| (3) Acts 1891, ch. 15, secs. 8-9. | (7) Acts 1891, 1909; Burns 35-111. |
| (4) Acts 1899, ch. 16, sec. 2. | |

254. RECORD OF BIRTHS, 1882--. 7 vols.

Record of births, showing name, date of birth, sex, and color of child; age of parents; and number of children in family.

Arr. chron. Hdw. 200 pp. 16 x 12 x 2. 1 vol., 1882-94, C.C., bsmt. stg. rm.; 6 vols., 1894--., Hlth. Off. off., Gillis Building, Angola, Ind.

255. MARRIAGE RECORD, 1882--. 7 vols.

Record of marriages, showing names of bride, groom, parents, and person officiating; date; ages, addresses, birthplaces, number of marriages, and occupations of bride and groom; and mother's maiden name. Indexed alph. by names of grooms.

Hdw. 150 pp. 16 x 10 x 2. 2 vols., 1882-99, C.C., bsmt. stg. rm.; 5 vols., 1898--., Hlth Offr. off., Gillis Building, Angola, Ind.

For other marriage records, see entries 18-19.

256. RECORD OF CONTAGIOUS DISEASES, 1882--. 3 vols.

Record of contagious diseases, showing case number; name, address, age, sex, color, and occupation of patient; nature and cause of disease; dates of duration and discharge; if married or single; and number in family. Arr. chron. Hdw. 200 pp.

16 x 13 x 1. 1 vol.; 1882-90, C.C., bsmt. stg. rm.; 2 vols., 1891--., Hlth. Offr. off.; Gillis Building, Angola, Ind.

257. RECORD OF DEATHS, 1882--. 7 vols.

Record of deaths, showing date and cause of death; names of deceased and parents; age, sex, color, place of birth, and occupation of deceased; and parent's personal history.

Indexed alph. by names of deceased. Hdw. 150 pp. 16 x 10 x 2.

1 vol., 1882-Dec. 31, 1890, C.C., bsmt. stg. rm.; 6 vols., Jan. 6, 1890--., Hlth. Offr. off., Gillis Building, Angola, Ind.

258. EXAMINATION AND CLINIC CARD, 1925--. 1 file box.

Clinic cards of patients examined for tuberculosis, showing date of examination; names of patient and examiner; address, age, sex, occupation, physical history, and birthplace of patient; and result of examination. Arr. alph. by names of patients. 24 x 14 x 12. Nurse's off.

259. TUBERCULOSIS-RECORD OF VISITS, 1925--. 1 file box.

Report of nurse's visits to tuberculosis patients, showing date of examination; name, address, and age of patient; and medical service and instructions given patient. Arr. alph. by names of patients. 5 x 8 x 18. Nurse's off.

260. TUBERCULOSIS RECORD, 1925--. 1 file drawer.

Report and history of tuberculosis patients, showing date of report; names of patient and parents; address, age, sex, color, place of birth, and history of present and previous illness of patient; and date tuberculosis appeared. Arr. alph. by names of patients. 18 x 9 x 12. Nurse's off.

261. SCHOOL HEALTH RECORD, 1925--. 7 desk drawers.

Reports and charts of each student's health, showing date admitted to school; and name, address, age, sex, color, height, grade, and physical condition of student. Arr. alph. by names of school, and thereunder alph. by names of students. 18 x 9 x 8. Nurse's off.

XXIII. DEPARTMENT OF PUBLIC WELFARE

The department of public welfare of Steuben County, created by the legislature in 1936, is administered by a board of public welfare. The department may sue and be sued in its own name. (1)

The board of public welfare consists of five persons having a recognized interest in and knowledge of the problems of public welfare, who must be residents of the county for two years. Its members are appointed by the judge of the circuit court; at least two members must be women and not more than three may be adherents of any one political party. The first appointees serve: One for one year, two for two years, and two for four years; and thereafter the term is four years. The board holds a regular meeting once a month, the August meeting to be known as the annual meeting, and it may hold other meetings pursuant to call. (2) Its duties are to elect the director of public welfare who serves as secretary of the board and the executive and administrative officer of the department, (3) to receive and administer gifts and bequests of personal property and of income from real estate for the benefit of children under its supervision or of any home or institution caring for neglected or dependent children under its supervision, to invest any funds so received by it, such investments being kept in a special fund and not commingled with funds from taxation; (4) and to adopt an annual budget for the department for consideration by the county council. (5)

The director of public welfare must give bond not to exceed five thousand dollars, to be approved by the judge of the circuit

court and filed in the office of the clerk. (6) He appoints with the approval of the board, all assistants in the department from eligible lists established by the state department, and fixes their salary. (7) As executive officer of the department, he exercises all the rights, powers, and duties conferred by law on the department under the rules, regulations, and orders of the state and county boards, (8) and compiles an annual budget for submission to the board. (9) The director of public welfare and his assistants perform the function of probation officer or agent of the court in welfare matters under the supervision of any court having jurisdiction therein as the court may direct. (10)

The department of public welfare is charged with the administration of assistance to dependent children in their own homes, old age assistance, services and assistance to persons otherwise handicapped, the care and treatment of dependent, neglected, and handicapped children, children in danger of becoming delinquent, and such other welfare activities as are delegated to it by the state department including services connected with assistance to the blind. The department makes reports to the state department as directed by the latter. (11) The department also administers provisions and benefits of the Federal "Social Security Act" of August 14, 1935, as authorized thereby. (12)

The board of childrens' guardians and the board of county charities and corrections were abolished by an amendment of 1937, and all their rights, powers, and duties were transferred to the

department of public welfare. (13)

The department is maintained by the county welfare fund raised by a separate tax levy, (14) to which is added such payments as may be made under legal compulsion by recipients, their parents, children or other persons liable for their support. (15) The county receives reimbursement of certain proportions of its expenditures from the state, (16) and a part of any Federal funds received by the state. (17)

The auditor keeps the records relating to the county welfare fund and their other financial transactions. (18) The department keeps such records and accounts relating to assistance as the state department describes. (19) All records, except applications for assistance, awards, and modification and revocation of awards, are confidential. (20)

All the records are located in the courthouse.

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| (1) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117, 52-1122. | (12) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1113. |
| (2) Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1118. | (13) Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1121. |
| (3) Ibid., 52-1119. | (14) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1301. |
| (4) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122. | (15) Ibid., 52-1263. |
| (5) Ibid., 52-1302. | (16) Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1124-A. |
| (6) Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1119.- | (17) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1219, 52-1249, 52-1254. |
| (7) Ibid., 52-1123. | (18) Ibid., 52-1401. |
| (8) Ibid., 52-1123. | (19) Ibid., 52-1260. |
| (9) Acts 1936 (Spec. Sess.); Burns 1937 suppl., 52-1302. | (20) Ibid., 52-1262. |
| (10) Ibid., 52-1120. | |
| (11) Ibid.. | |

262. MINUTE BOOK, 1936--. 1 vol.

Record of board meetings, showing date of meeting, names of members, and nature of business transacted. Arr. chron. Hdw. 300 pp.

14 x 9 x 1 $\frac{1}{2}$. Wfr. off.

263. OLD AGE PENSION RECORD, 1933--. 1 vol.

Record of applications for old age pensions, showing date of application; name, date, place of birth, sex, color, and address of applicant; marital status; length of residence; and if a naturalized citizen.

Arr. alph. by names of applicants. Typed. 600 pp. 18 x 12 x 3.

Aud. off.

264. RECOMMENDATIONS OF COUNTY DIRECTOR OF PUBLIC WELFARE,

1936. 1 vol.

Record of recommendations, rejections, awards, and revocations of the board, showing date, name and address of applicant, serial number, amount, and action of board. Arr. chron. Hdw. 100 pp.

18 x 15 x 1. Wfr. off.

265. RECORD OF ASSISTANCE GIVEN AGED AND BLIND PERSONS, 1936--.

1 vol.

Record of old age and blind assistance, showing date, name and address of recipient, serial number, amount of monthly payments, and date effective. Arr. by serial nos. Hdw. 500 pp. 14 x 10 x 5.

Wfr. off.

266. ALLOWANCE SCHEDULE FOR ASSISTANCE GIVEN AGED PERSONS,

1936--. 1 file box.

Schedule of monthly allowances for old age assistance, showing date,

ORIGINAL ARTICLES

THE EFFECT OF VITAMIN C ON THE ABSORPTION OF IRON IN THE HUMAN GASTROINTESTINAL TRACT

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The University of Chicago, Chicago, Ill.

(Received for consideration, February 1, 1933.)

THE EFFECT OF VITAMIN C ON THE ABSORPTION OF IRON IN THE HUMAN GASTROINTESTINAL TRACT

It has been shown by many investigators that the absorption of iron is increased by the presence of ascorbic acid in the diet.

The purpose of this study was to determine the effect of ascorbic acid on the absorption of iron in the human gastrointestinal tract.

The method used was that of the balance method, in which the amount of iron absorbed is determined by the difference between the amount of iron ingested and the amount of iron excreted in the feces.

The results of the study are as follows:

1. The absorption of iron is increased by the presence of ascorbic acid in the diet.

2. The effect of ascorbic acid on the absorption of iron is dose-dependent.

3. The effect of ascorbic acid on the absorption of iron is not affected by the presence of other factors.

4. The effect of ascorbic acid on the absorption of iron is not affected by the presence of other factors.

5. The effect of ascorbic acid on the absorption of iron is not affected by the presence of other factors.

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15. The effect of ascorbic acid on the absorption of iron is not affected by the presence of other factors.

16. The effect of ascorbic acid on the absorption of iron is not affected by the presence of other factors.

name and address of recipient; serial, code, and warrant numbers; monthly award; and certified statements by auditor and welfare director. Arr. chron. 6 x 12 x 18. Wfr. off.

267. REGISTER OF CLAIMS FILED AND WARRANTS ISSUED, 1936--.

1 vol.

Record of claims filed and warrants issued for expenditures, showing date; names of claimant and payee; amount, number, and nature of claim; number and amount of warrant; and fund credited. Arr. chron. Hdw. 100 pp. 15 x 12 x $\frac{1}{2}$. Wfr. off.

268. OLD AGE PENSION WARRANTS, 1934--. 2 vols.

Record of warrants issued for old age pensions, showing date, name and address of recipient, and number and amount of warrant. Arr. by warrant nos. Hdw. 350 pp. 18 x 12 x 3. Aud. vt.

269. CERTIFICATION OF COUNTY CLAIM REGISTER TO STATE DEPARTMENT, 1936--. 1 vol.

Certified statements of welfare board to state department, of all welfare expenditures, showing date of statement, code number, and nature and amount of expenditures. Arr. chron. Hdw. 100 pp. 12 x 10 x 1. Wfr. off.

270. REPORT OF ALLOWANCE AND DISBURSEMENT, 1936--. 1 vol.

Record of monthly allowances and disbursements as reported by state office to county department, showing date, name of recipient, fund credited, account number, amount, and total for month and year. Arr. chron. Hdw. 200 pp. 18 x 12 x $1\frac{1}{2}$. Wfr. off.

271. CARD INDEX TO DEPENDENT CHILDREN, 1936--. 1 card file.

Card index of dependent children receiving aid, showing date, names and addresses of children and parents or guardian, serial number, amount of monthly allowance, and date effective. Arr. alpn. by names of recipients. 6 x 12 x 24. Wfr. off.

272. RECORD OF ASSISTANCE GIVEN DEPENDENT CHILDREN, 1936--.

1 vol.

Record of assistance for dependent children, showing date, names of child and parents, address and age of child, number and amount of warrant, and date of payment. Arr. chron. Typed. 200 pp. 14 x 10 x 2. Wfr. off.

273. ALLOWANCE SCHEDULE FOR ASSISTANCE GIVEN DEPENDENT CHILDREN, 1936--. 1 box.

Monthly schedule of allowance of assistance for dependent children, showing date, names of child and parents or guardians, code, serial, and warrant numbers; and amount and date of payment. Arr. chron. 6 x 12 x 18. Wfr. off.

KXIV. SURVEYOR

The surveyor is a constitutional officer, elected for a term of two years without restriction on reelection. (1) He must give bond in a sum fixed by the board of county commissioners. (2) Prior to the Constitution of 1851 the surveyor was a statutory officer, being appointed by the Governor by an act of 1818 (3) and by the board of commissioners by an act of 1831. (4) The inception date of this office in Steuben County is 1837, the organization date of the county.

The surveyor has charge, under direction of the board of commissioners, of all surveying and civil engineering work of the county, including the preparation of plans and specifications for, and supervision of, the construction of all bridges, turnpikes, roads, ditches, drains, and levees. (5) He also has charge of the repair and maintenance of county highways, (6) unless the county commissioners employ a highway supervisor. The county commissioners may employ the surveyor to serve as highway supervisor. (7)

For private parties, he takes acknowledgments of mortgages and deeds for the conveyance of real estate, (8) and, upon request, establishes lines and corners of lands. (9)

All the records are located in the courthouse.

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| (1) Const., art. 6, sec. 2; 1 Rev. Stat. 1852; Burns 49-3301. | (6) Acts 1933; Burns 36-1101, 36-1102. |
| (2) Acts 1913; Burns 49-3302. | (7) Acts 1933; Burns 36-1110. |
| (3) Acts 1817-18, ch. 30, sec. 1 | (8) 1 Rev. Stat. 1852; Acts 1857; Burns 49-3317. |
| (4) Acts 1831, ch. 102, sec. 1 | (9) 1 Rev. Stat. 1852; Acts 1875; Burns 49-3311. |
| (5) 1 Rev. Stat. 1852; Acts 1911; Burns 49-3309. | |

Surveys and Reports

274. SURVEYOR'S RECORD, 1888--. 1 vol.

Record of county surveys, showing date; township; range; section, and corner post numbers; nature of survey; and description of project. Indexed alph. by names of projects. Hdw. 300 pp. 18 x 13 x 3. Sur. off.

275. LEVEL BOOKS, 1883--. 73 vols.

Record of surveyor's notes on projects to be constructed or repaired, showing date; and location, description, and type of project. Arr. chron. Hdw. 100 pp. 7 x 4-x 3/4. Sur. off.

276. ENGINEER FIELD BOOKS, 1908--. 21 vols.

Field notes on projects to be constructed or improved, showing date; and nature, location, description, and estimated cost of project. Arr. chron. Hdw. 110 pp. 8 x 5 x 3/4. Sur. off.

277. SURVEYOR'S ACCEPTANCE RECORD, (Ditches), 1897-1907.

1 vol.

Record of allotments completed and accepted by surveyor, showing date; names of landowner, ditch, and township; and location, description, and measurements of allotment. Arr. chron. Hdw. 300 pp. 16 x 12 x 2. Bsmt. stg. rm.

For subsequent records, see entry 274.

278. PLAT BOOK, 1837. 1 vol.

Plat book of townships, showing date; name of township; and description by range, section, quarter section, corner posts, and trees. No index. Hdw. 70 pp. 22 x 16 x 1. Sur. off.

279. DITCH RECORD, 1889--. 4 vols.

Record of ditch contracts apportioned according to benefits, showing dates of assessment and work completed, names of landowner and ditch, description of land, amount of benefit, and cost of labor and material. Indexed alph. by names of ditches. Hdw. 300 pp. 18 x 13 x 3. Sur. off.

Maps

280. HIGHWAYS, STEUBEN COUNTY, 1924--. 22 plan drawings.

Plans and specifications of improvements on roads completed, showing date; names of landowner, road, and township; location; cross-section; depth; material used; and curves and culverts eliminated. Drawn by Don Gilbert, of Angola. Published by Steuben Printing Co. Blueprint. Scale: height, 2" to 100'; width, 1" to 10'. 34 x 22. Sur. off.

281. DITCH PROFILES-DITCHES AND DRAINS, not dated. 12 plan drawings.

Plans and specifications for ditch construction and drainage, showing profiles and specifications for drainage. Drawn by county surveyor, of Angola. Published by Steuben County Printing Co. Blueprint. Scale: height, 1" to 10'; width, 1" to 17'. 22 x 34. Sur. off.

THESE THINGS BEING DONE, THE
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THE RESULTS

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XXV. HIGHWAY SUPERVISOR

The administrative system of building and maintaining county highways has undergone several changes, since this improvement has become an increasingly important part of civic life.

In 1879 the legislature constituted the board of commissioners a board of turnpike directors for the management and control of county highways. (1)

By an act of 1913, this board was abolished, and the highways were placed in charge of a superintendent of highways, who was appointed by the county commissioners. (2)

This office was abolished by the legislature in 1933 (3) and the duties of the superintendent of highways were transferred to the surveyor; (4) unless the board of commissioners should appoint a highway supervisor to perform the duties heretofore performed by the superintendent of highways. The highway supervisor serves at the will of the commissioners. The board of commissioners may appoint the duly elected surveyor or a person other than the surveyor to be highway supervisor. (5)

The board of commissioners of Steuben County has appointed an extra officer to serve as highway supervisor.

The highway supervisor has general charge of the repair and maintenance of county highways, bridges, and culverts; has police power in the control of the highways of the county; and may fix the limit of ^d1000 for any highway, bridge, or culvert. (6) He investigates and determines the method of maintenance best adapted to

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ADAM SMITH

THE THEORY OF THE DIVISION OF LABOUR

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the various highways of the county under his supervision, established standards for the maintenance of highways, bridges, and culverts, and makes an annual budget estimate of the cost of repair and maintenance of highways, bridges, and culverts, which must be filed in the auditor's office for the use of the board of commissioners. (7) He is required to meet with the board of commissioners and confer with them on matters pertaining to his duties (8) and also must attend all sessions of the annual road school at Purdue University. (9)

All the records are located in the courthouse.

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| (1) Acts 1897, ch. 115, sec. 1. | (6) Acts 1933; Burns 36-1101, 36-1102, 36-1110. |
| (2) Acts 1913, ch. 330, sec. 1. | (7) Acts 1933; Burns 36-1103, 36-1110. |
| (3) Acts 1933; Burns 36-1116. | (8) Acts 1933; Burns 36-1104, 36-1110. |
| (4) Acts 1933; Burns 36-1101. | (9) Acts 1933; Burns 36-1110. |
| (5) Acts 1933; Burns 36-1110. | |

282. HIGHWAY SUPERINTENDENT'S RECORD, 1919--. 2 vols.

Record of road construction and repairs, showing date, names of vendor and road; nature of repair, material and labor; and total cost of each road. Indexed alph. by names of roads. Hdw. 150 pp. 12 x 9 x 1. Hi. Sup. off.

283. REQUISITIONS, 1935--. 1 vol.

Record of requisitions for tools, implements, supplies and equipment, showing date, name of vendor, order number, itemized list, description, and amount. Arr. chron. Hdw. 150 pp. 12 x 9 x 1. Hi. Sup. off.

284. TIME BOOKS, 1934--. 3 vols.

Record of employee's time for each highway, showing date, name of employee, number of hours, rate of pay, and total. Arr. chron.

Hdw. 100 pp. 8 x 5 x 1. Hi. Sup. off.

285. LEDGER OF EXPENDITURES OR FREE GRAVEL ROADS, 1881--.

10 vols.

Record of expenditures for free gravel roads, showing date, names of vendor and employee, warrant number, number of hours worked, rate of pay, nature of repairs, material, salary, and total. Arr. chron.

Hdw. 250 pp. 16 x 13 x 2. 7 vols., 1881-1915, str. rm. bsmt.;

3 vols., 1916--, Hi. Sup. off.

286. LEDGER OF APPROPRIATIONS AND DISBURSEMENTS, 1924--.

5 vols.

Record of road appropriations and disbursements, showing date, nature of expenditures, and total amounts for each district. Arr.

by names of departments and thereunder chron. Hdw. 100 pp.

12 x 10 x 2. Hi. Sup. off.

XXVI. AGRICULTURAL AGENT

The office of agricultural agent was created by the legislature in 1913. This act provided for appointment of a county (agricultural) agent upon petition to the county board of education by the residents of the county. The appointment was made annually--reappointment might be for a term of two years--by Purdue University, subject to the approval of both the state and the county board of education, and the agent's salary was paid in part by the state. (1) The inception date of this office in Steuben County is 1918.

By legislative enactment in 1937 the office of agricultural agent was created for every Indiana County. The agricultural agent is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agent board. The qualifications of the agricultural agent are prescribed by the board. (2)

The county council is required to appropriate not less than one thousand dollars annually to be used in paying office help, expenses of the agent, mileage, rent, or other incidentals. The salary of the agricultural agent is paid by the state through Purdue University. (3)

The duties of the agricultural agent, under the supervision of Purdue University, are: To cooperate with farmers' institutes, farmers' clubs, and other rural and civic organizations; to conduct practical farm demonstrations, boys' and

girls' clubs and contest work, and other movements for the advancement of agricultural and country life; to give advice to farmers on practical farm problems; and to aid the superintendent of schools and the teachers of the county in giving practical education in agriculture and domestic science. (4)

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| (1) Acts 1913, 1923, 1927; Burns 28-4911. | (3) Ibid. |
| (2) Acts 1937; Burns, 1937 suppl., 28-4911. | (4) Ibid. |

No records could be found.

